

General Risk Assessment for Fenstanton Parish Council

'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.' Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)

Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of Fenstanton Parish Council's work.

This document has been created to enable Fenstanton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate measures to control them. Fenstanton Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic, and focussed approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses, and revises procedures if required.

Assets

	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
A1	Play Areas inc Chequer Street Rookery Way (Metal Park) Pitfield Close Outdoor Gym MUGA	Vandalism to equipment	Injury to users	4	4	16	Weekly inspection by Cllr and reported to Clerk. Annual inspection carried out by ROSPA Dated Insurance including Public Liability.	A
A2	Fencing at Play Areas & Signage	Vandalism Repair cost Cost of Replacement	Pedestrians	4	4	16	Dated insurance including Public Liability	A
A3	Trees around village in public areas	Falling Branches/ Debris	Injury to Pedestrians, pets and vehicles	8	4	32	Annual Visual inspection of trees by Tree Warden and Tree Surgeon Dated Insurance including Public Liability	A
A4	Bus shelters	Impact damage Vandalism Cost of Replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	A

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
A5	Notice boards at Rookery place, School, Ashes store, Greenfields & The Hub	Vandalism Impact damage Cost of replacement	Pedestrians	4	1	4	Dated insurance, including Public Liability	A
A6	Park benches and picnic benches including memorial Bench	Vandalism Impact damage Cost of Replacement	Pedestrians	4	4	16	Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	A
A7	Fencing and gates around the village pond	Vandalism Repair costs Cost of replacement	Pedestrians	4	4	16	Repair cost Dated insurance, including Public Liability	A
A8	Gates and fencing around Playparks, Cemetery, and carparks	Vandalism Repair costs Cost of replacement	pedestrians	4	4	16	Repair cost Dated insurance, including Public Liability	A
A9	Heritage Trail information Musketeer Boards and Information Boards at the Clocktower and Pond	Vandalism Repair costs Cost of replacement	Pedestrians	4	4	16	Repair cost Dated insurance, including Public Liability	A

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
A10	Football goal posts	Vandalism Impact damage Cost of Replacement	Pedestrians	4	1	4	Dated insurance, including Public Liability	A
A11	Streetlights	Vandalism Impact damage Cost of Replacement	Pedestrians	4	4	16	Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	A
A12	Village Signs	Vandalism Impact damage Cost of Replacement	Pedestrians	4	4	16	Dated insurance, including Public Liability	A
A13	Planters for flowers around the clocktower	Vandalism Impact damage Cost of Replacement	Pedestrians	4	4	16	Dated insurance, including Public Liability	A
A14	Duck House	Vandalism Cost of Replacement	Pedestrians	4	4	16	Dated insurance, including Public Liability	A
A15	2 x MVAS Signs (SPEEDWATCH)	Vandalism Cost of Replacement	Pedestrians	4	4	16	Dated insurance, including Public Liability	A
A16	Defibrillators Church Centre High street and Rookery Place	Vandalism Cost of Replacement	Pedestrians	4	4	16	Dated insurance, including Public Liability	A

A17	Maintenance equipment Stihl kombi Power Unit and Attachments and mower	Cost of replacement Repair cost Accidental Damage	Handyman Pedestrians	4	4	16	Dated Insurance Including Public Liability	A
A18	Laptops, mobile phone & Printers	Cost of replacement Repair cost Accidental Damage	Clerk/ Assistant Clerk	4	4	16	Dated Insurance Including Public Liability	A
A19	Office equipment Including office chairs and desks	Cost of replacement Repair cost Accidental Damage	Clerk/Assistant Clerk Councillors when using the office (The Hub)	4	4	16	Dated Insurance Including Public Liability	A

Management

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
M1	Failure to attract sufficient candidates for Councillor vacancies or elections	Reduced representation of neighbourhoods Lack of resource Possible meeting inquorate	Councillors	2	2	4	Actively publicise Council activities Seek candidates amongst friends and colleagues Publicise elections & vacancies on notice boards Publicise elections & vacancies in Spectrum and on the website /Social Media	A
M2	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Councillors Clerk/Assistant Clerk	1	3	3	Issue annual meeting calendar to all Councillors Issue meeting agendas promptly Record attendance Contact Councillors who fail to attend meetings	T
M3	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Councillors	1	2	2	Ensure meetings publicised on notice boards Use Annual Parish Meeting Place articles in Spectrum Include public participation on all agendas Ensure seating available at meeting for public Provide advice for Councillors of the public attending Publish agendas and minutes on website	T
M4	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	2	2	Clerk to advertise facility, and respond to requests	A
M5	Councillors acting alone outside meetings	Councillors outside compliance Indemnities invalid Personal risk	Councillors	2	2	4	Obtain and read 'Good Councillor Guide' Avoid making commitments on behalf of the council attend relevant training course	A

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
M6	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk/Assistant Clerk	1	4	4	Clerk to publish marked unapproved minutes to be considered at next meeting	A
M7	Inaccurate, untimely, improper minutes	Poor decisions in the future Poor evidence for decisions	Clerk/Assistant Clerk	1	3	3	Clerk to check minutes with Councillors not more than 10 working days after meeting Minutes published unapproved	A
M8	Inadequate document control	Poor evidence Poor support to Councillors	Clerk/Assistant Clerk	1	2	3	Clerk to establish filing and retrieval system Clerk to enforce document version control	A
M9	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Councillors Clerk/Assistant Clerk	1	2	2	Councillors to review the Code of Conduct	A
M10	Incomplete/inaccurate register of Councillors' interests	Lack of transparency Open to complaints of fairness or bias	Councillors	1	2	2	Councillors to review the Code of Conduct	A
M11	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk/Assistant Clerk	1	4	4	KTS back up	A
M12	Lack of professional advice	Poor decisions Costs and waste Possible noncompliance	Clerk/Assistant Clerk	2	2	4	Maintain Membership of CAPALC, NALC and SLCC	A
M13	Loss of services of Parish Clerk	Interruption to effective administration	Councillors Clerk	2	2	2	Locum Panel of experienced Parish and Town Clerks provided by the Society of Local Council Clerks able to assist in an emergency	A

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
M14	Lack of defined objectives or strategy	Resources not directed Poor performance Risks not base lined	Councillors	1	2	2	Council to produce an agreed Action Plan	A
M15	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Councillors	1	2	2	Ensure meetings publicised on notice board Place articles in The Journal Include public participation on all agendas Ensure seating available at meeting for public Provide advice for Councillors of the public attending Publish agendas and minutes on website	A
M16	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Councillors	1	3	3	Clerk to intervene at meetings Review all press releases or newsletter articles before release Adequate Insurance Cover	A
M17	Bad publicity	Reduces confidence	Councillors Clerk/assistant Clerk	1	3	3	Review all press releases or newsletter articles before release Manage press relations	A
M18	Non-compliance with data protection	Litigation Poor reputation	Councillors Clerk/assistant Clerk	1	3	3	Clerk to monitor	A
M19	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Councillors	1	3	3	Maintain close contact with local residents Advertise parish meetings to obtain residents' feedback Use questionnaires/surveys to identify local wishes Publicise plans and invite comments	A

Financial

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
F1	Financial	Misappropriation of Council Funds Financial loss	Public Services	1	2	2	All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes Pay invoices by internet banking Internet Banking two Councillors to authorise online. Annual scrutiny of all Financial Records by Finance Committee & internal auditor.	A
F2	Income Ensuring that all requirements are met under custom & excise regulations	Unable to fulfil responsibilities	Public Service	1	2	2	Ensure Council understands and complies with current VAT legislation	A
F3	Failure to complete/submit Annual Return on time	Poor Auditors report Public confidence suffers	Clerk/RFO	1	3	3	Clerk to maintain diary	A
F4	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk/RFO	1	3	3	2015 national model adopted Separate financial regs Clerk adequately trained	A
F5	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	2	4	Maintain insurance Playground inspection regime established.	A

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
F6	Orders for Work, goods, and services Monitoring of performances against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public Service	1	2	2	Reviewed at internal audit	A
F7	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	2	6	Maintain inspection regime Maintain insurance Liaison with Police	A
F8	Loss to third parties	Possible litigation Costs/damages	Clerk	1	3	3	Review health & safety ensure adequate insurance check contractors' insurance	A
F9	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change	A
F10	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk	1	3	3	Clerk to respond to Huntingdonshire District Council notices Agenda item for Councillors to consider and approve.	A
F11	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Councillors	1	4	4	Clerk and Councillors to build sound budget, using risk register and known commitments. Councillors to consider Reserves Policy	A
F12	Failure to account for and recover VAT	Wasted resources	Clerk	1	3	3	Clerk to review Internal auditor to check	A

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
F13	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Councillors	1	2	2	Clerk to review Internal auditor to check Reserves Policy to mitigate short-term impact of loss.	A
F14	Holding excessive or inadequate reserves	Auditors report Poor use of resources Inability to meet commitments	Councillors	2	3	6	Clerk to review as part of budgeting Reserves Policy to set percentage of precept. Council to review size of Reserves	A
F15	Fraud by Clerk	Reputation Costs, Litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to Councillors Control systems for managing expenditure	A
F16	Fraud by Councillors	Reputation Costs, Litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to Councillors Control systems for managing expenditure	A
F17	Inadequate awareness of relevant legislation	Failure to comply	Councillors Clerk/assistant Clerk	2	3	6	Maintain membership of CAPALC/NALC Clerk to train/qualify	A
F18	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Councillors Clerk/assistant Clerk	2	3	6	Maintain membership of CAPALC/NALC Clerk to maintain training Liaise with internal and external auditors	A
F19	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review Internal audit to review	A
F20	Improper financial records	Potential for wasted resources	Clerk	1	2	2	Internal audit to review	A

No	ITEM	HAZARD	PERSONS IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
F21	HMRC requirements not met	Costs Litigation	Clerk	1	3	3	Clerk to liaise as necessary	A
F22	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external audit	A

Results Key – T = TRIVIAL RISK A = ADEQUATELY CONTROLLED RISK N = NOT ADEQUATELY CONTROLLED U = UNABLE TO DECIDE (MORE INFORMATION REQUIRED)

RISK ASSESSMENT CARRIED OUT BY: Jo Perez DATE: 30.4.2024 Signature: .....

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1

Score	*Priority*	
1 – 16	LOW	Action is required to reduce the risk, although low priority.
17 – 36	MEDIUM	Action required to control. Interim measures may be necessary in the short term.
37 – 100	HIGH	Action required urgently to control risks. Unacceptable. Immediate action required.

Version	Description	Originated	Reviewed	Approved
Version 1	General Risk Assessment	24.04.2024	30.04.2024	09.05.2024