

**SCPC RISK ASSESSMENT 2018/19**

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<b>RISK IDENTIFIED</b>	<b>LIKELIHOOD (L)</b>	<b>SEVERITY (S)</b>	<b>RISK (R)</b>	<b>ESTIMATE of MAXIMUM FINANCIAL EXPOSURE</b>	<b>MITIGATION &amp;NOTES</b>	<b>MONITORING PROCESS</b>	<b>RESPONSIBLE</b>	<b>ACTION REQD.</b>
Bus shelters (3) Damage by vehicles/vandals	2	3	6	Up to £3,100 per shelter.	Maintain insurance. Vandalism main risk.	Maintain in good order	All councillors	Regular inspection
Street Furniture: 8 notice boards and 7 seats.	2	3	6	£7,000	Maintain adequate insurance for loss or partial loss/damage.	Maintain in good order.	All councillors Clerk	Regular inspection
Office	1	3	3	£3,500	Maintain adequate insurance	Maintain in good order	Clerk	Security of keys
Allotments	1	3	3	£2,000	Maintain adequate insurance	Regular Inspection.	Councillor and Clerk	Allotments to be kept clear of debris
Play areas (3) Loss and/or destruction by vandalism. Personal injury	2	3	6	£60,000	Maintain adequate insurance	Annual Qualified Person inspection Regular inspections by trained persons	Clerk	Regular inspection
Skatepark site	2	3	6	£10,000	Insurance	Regular Inspection	All councillors	Regular inspection
Widmore Triangle	1	1	1	£250	Maintain adequate insurance	Regular Inspection	All councillors	Regular inspection
Widmore Pond	2	3	6	£25,000	Maintain adequate insurance	Regular Inspection	Nominated councillors	Regular inspection
Theft/misuse of assets	1	3	1	£500,000	Insurance. Take references on new appointees.	Annual internal & external audits/agreed financial regulations.	All councillors + Clerk	Regular checking of financial situation.
Breaches of regulations & Law	1	1	1	£250,000	Clerk CiLCA qualified. Obtain advice from OALC.	Councillors have training, know regulations and abide by code of conduct & standing orders. Decisions are correctly recorded in minutes.	Chairman Clerk	New councillors to receive training.
Libel & slander	1	1	1	£250,000	Insurance cover.	Ensure interests declared	Chairman/Clerk	Code of conduct briefed
Public liability Employer's liability	1	3	3	£10,000,000	Maintain adequate insurance.	Ensure PC duty of care is evident from maintenance of all property and land.	All councillors Clerk	Regular checks.
Subcontractors	2	1	2	Uninsured	Offload risk to those employed ensuring that they have adequate liability cover.	Ensure all work is inspected before payment released Contractors must be insured.	Clerk/Chairman	Ensure that Health and Safety processes are followed.
Data and documents	1	3	3	Uninsured	Data locked within Office.	Store back up in alternative location.	Clerk	Regular back up of data.
Precept not submitted	1	3	3	£123,847	Full PC minute – RFO to follow up	Clerk to administer	Finance Committee	Oversight
Precept not paid by District	1	1	1	£123,847	Check & report to Fin. Com.	Clerk to administer	Finance Committee	Oversight
Precept not adequate	1	3	3	£5,000	Monthly review of budget	Clerk to administer	Finance Committee	Oversight
Adequacy of Reserves	1	3	3	£5,000	Consider at budget setting.	Clerk to administer	Finance Committee	Oversight
Allotments - Invoicing	1	1	1	£500	Correct amount, sent out	Clerk to administer	Finance Committee	Oversight
Allotments – Banking of payments	1	1	1	£100	Collected, banked & invoices marked paid	Clerk to administer	Finance Committee	Oversight
Salaries Wrongly paid	1	1	1	£500	Use Inland Revenue Basic PAYE Tools for calculations/tables	Clerk to administer	Finance Committee	Oversight
VAT analysis or returns wrong	1	1	1	£500	Adequate software analysis	Clerk to administer	Finance Committee	Oversight

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Financial Records Inadequate or lost	1	1	1	£4,000	RFO & Internal Auditor checks, computer back up taken.	Clerk to administer	Finance Committee	Oversight
Minutes Accurate and legal	1	1	1	Nil	Review and approved at following meeting, back ups taken.	Clerk to administer	Chairmen and Clerk	Oversight
Members Conflict of interest	1	3	3	Nil	Remind Councillors update declarations of interest.	Clerk to administer	Chairmen and Clerk	Oversight

### RISK ASSESSMENT INDEX METHOD

Likelihood - Decide on the likelihood of an event happening (L)	Severity – Decide on the possible severity (S)	Risk – Calculate the index: Multiply the likelihood by the severity (R).
3 - very likely to occur in the relevant period	5 – major injury, death or cost implication	10-15: very high risk – not acceptable. Apply control measures
2 - likely to occur in the relevant period	3 – minor injury, time or cost implication	6-9: high/medium risk – Apply control measures and consult those involved if risk cannot be reasonably and practically reduced below this level
1 - unlikely to occur in the relevant period	1 – Little consequence	0-5: low risk – would be accepted if all reasonably practicable control measures in place

RISK ASSESSMENT updated April 2018

Approved by Council on 16 April 2018 Minute:19/015

Philip Collings Clerk to Sonning Common PC