

SCPC RISK MANAGEMENT SCHEME 2023-24
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Excluding the effects of opening Memorial Park

RISK IDENTIFIED	LIKELIHOOD (L)	SEVERITY (S)	RISK (R)	ESTIMATE of MAXIMUM FINANCIAL EXPOSURE	MITIGATION & NOTES	MONITORING PROCESS	RESPONSIBLE	ACTION REQUIRED.
Bus shelters (3) Damage by vehicles/vandals	2	3	6	Up to £4,000 per shelter.	Maintain insurance. Vandalism main risk.	Maintain in good order.	Clerk	Monthly inspection of assets.
Street Furniture: 8 notice boards and 10 seats.	2	3	6	£8,000	Maintain adequate insurance for loss or partial loss/damage.	Maintain in good order.	Clerk	Monthly inspection of assets.
Office equipment	1	3	3	£10,000	Maintain adequate insurance. Vandalism/theft risks. CCTV in use on outside entry points.	Maintain adequate security from village hall users. CCTV in use. Limit number of key holders for office. Keep secure from village hall by locking the door on exit.	Clerk	Security of keys, key log book maintained for any transfer of keys.
Allotments	1	3	3	£3,000	Maintain adequate insurance. Vandalism/theft risks.	Monthly inspection.	Clerk	Allotments to be kept clear of debris – monthly inspections recorded.
Play areas (4) Loss and/or destruction by vandalism. Personal injury	2	3	6	£150,000	Maintain insurance and monthly annual inspections. jury main risk.	Annual Qualified Person inspection. Regular inspections by trained persons	Clerk, Deputy clerk, Maintenance personnel	Monthly inspection by trained maintenance persons. Yearly inspection by external examiner. Inspections acted upon by deputy clerk.
Skatepark site	2	3	6	£25,000	Maintain insurance. Vandalism/injury main risk.	Monthly Inspection	Clerk, Deputy clerk, Maintenance personnel	Monthly inspection by trained maintenance persons. Yearly inspection by external examiner. Inspections acted upon by deputy clerk.
Widmore Triangle	1	1	1	£300	Maintain adequate insurance	Regular Inspection	Clerk	6 monthly inspection.
Widmore Pond	2	3	6	£30,000	Maintain adequate insurance	Regular Inspection	Clerk	6 monthly inspection.

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MUGA at Memorial Park	2	3	6	£250,000	Maintain adequate insurance. Vandalism/injury main risk	Regular inspections	Clerk, Deputy Clerk and Maintenance personnel	Regular inspections. Inspections acted on by Clerk/Deputy Clerk
Village Hall	2	3	5	£850,000	Maintain adequate insurance. Vandalism/injury main risk	Maintain regular inspections. Maintain adequate security.	Clerk, Deputy Clerk, Bookings Administrator, Maintenance Personnel	Weekly Inspection
Theft/misuse of assets	1	3	3	£500,000	Adequate insurance. Take 2 references for new appointees.	Annual internal & external audits protect against this. Agreed financial regulations adhered to. Internal quarterly control checklist completed by nominated councillor and reported to full council.	All councillors, Nominated councillor, Clerk	Monthly check of financial situation reported to councillors. Adherence to financial regulations. Processes monitored by use of quarterly review. Financial regulations approved yearly.
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.	Clerk Chairman	New councillors to receive training within 3 months of appointment.
Libel & slander	1	1	1	£250,000	Insurance cover.	Ensure interests declared	Chairman/Clerk	Code of conduct briefed
Public liability Employer's liability	1	2	2	£10 million	Maintain adequate insurance.	Ensure PC duty of care is evident from maintenance of all property and land.	All councillors, staff, Clerk	Regular checks completed, recorded and checked by chairman.
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/RFO	View contractor's liability insurance before commissioning works.

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Data and documents	1	3	3	£3,000	Data locked within Office.	Store back up in alternative location. Copies of all work stored on the 'cloud'.	Clerk/RFO	Monthly back up of data on external hard drive, stored off site. Data also shared/ saved on the 'cloud' between employees.
Precept not submitted	1	3	3	£235,000	Full PC minute – RFO to follow up.	Clerk to administer	Clerk/RFO	Oversight at monthly finance meeting and full council meeting.
Precept not paid by District	1	1	1	£235,000	Check & report to Finance Committee.	Clerk to administer	Clerk/RFO	Oversight at monthly finance meeting and full council meeting.
Precept not adequate	1	2	2	£90,000	Monthly review of budget	Clerk to administer	Finance Committee	Oversight at monthly finance meeting.
Adequacy of Reserves	1	3	3	£5,000	Consider at budget setting.	Clerk to administer	Finance Committee	Oversight at monthly finance meeting.
Allotments - Invoicing	1	1	1	£2,000	Correct amounts issued.	Clerk to administer/Deputy to check.	Clerk/RFO	Oversight
Allotments – Banking of payments	1	1	1	£500	Collected, banked & invoices marked paid	Clerk to administer	Clerk/RFO	Oversight
Salaries Wrongly paid	1	1	1	£2,000	Use Inland Revenue Basic PAYE Tools for calculations/tables	Clerk to administer	Clerk/RFO	Oversight at monthly finance meeting. Salaries authorised by finance committee.
VAT analysis or returns wrong	1	1	1	£500	Adequate software analysis. Clerk trained in VAT for parish councils.	Clerk to administer	Clerk/RFO	Oversight at monthly finance committee meeting.

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Financial Records Inadequate or lost	1	1	1	£4000	RFO & Internal Auditor checks, computer back up taken and stored off site and on the cloud.	Clerk to administer	Clerk/RFO	Oversight and quarterly financial checklist-reported to finance committee and full council.
Minutes Accurate and legal	1	1	1	Nil	Review and approved at following meeting, backups taken.	Clerk to administer	Chairmen and Clerk	Oversight and approval, recorded accurately.
Members Conflict of interest	1	2	2	Nil	Update declarations of interest.	Clerk to administer	Chairmen and Clerk	Oversight- clerk to administer.

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 June 2023
Presented to Council: 12th June 2023
Review date: 1st June 2024

Philip Collings Clerk to Sonning Common PC