

STEWKLEY PARISH COUNCIL FINANCIAL AND MANAGEMENT RISK ASSESSMENT

This Risk assessment is a systematic general examination of business activities and operations (including working conditions) that will enable the Council to identify any, and all, potential risks inherent in their activities and operations. Based on a recorded assessment, the Council should then take all necessary steps to eliminate or, where this is not possible, reduce the risks, insofar as is reasonably practicable to do so.

This document has been produced to enable the Parish Council to assess the financial, management and other business risks that it faces and to satisfy itself and others that it has taken adequate steps to control them. In conducting this exercise, the following plan was followed:

- Identify the activities and operations to be reviewed;
- Identify the hazards and determine the nature (who is at risk, from what and how) of the risks they present;
- Eliminate risks where possible and implement appropriate risk control strategies to manage the residual risks
- Record all findings, regularly monitor and review as necessary

Category	Risk	Likelihood	Control Measure	Comments
Business continuity	(i) Sudden and unexpected loss of current Clerk	Low	There is a Parish Council owned laptop and monthly meeting materials are accessible by all Councillors on Dropbox.	Existing procedure adequate
	(ii) Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Low	Clerk works from home. Short term absence of Clerk is covered by Councillors. Loss or long-term incapacity of Clerk would be covered by the appointment of a Locum. For assistance in this regard, BMKALC can be reached either by phone on 01296 383154 or by email at balc@bucksalc.gov.uk	Existing procedure adequate
	(iii) Loss of documents and / or data	Low	Clerk works from home. No significant important documents are duplicated elsewhere. Electronic data is held in at least two places (PC laptop and Google cloud).	Existing procedure adequate
	(iv) Meeting venue not available	Low	If for any reason the Village Hall becomes unavailable, as a contingency, the Recreation Ground would be used, as allowed by LTN 5, para 10.	Existing procedure adequate
	(v) Pandemic/Virus	High Low or Medium	The Village Hall and/or Rec Ground would be unavailable for meetings and therefore the Parish Council would use video conferencing for all meetings in order to meet expected social distancing requirements.	Existing procedure adequate

Financial	(i) Theft / loss of money through incorrect payment(s) being made	Low	<p>Financial Regs and Internal Controls procedures are in place as follows:</p> <p>All financial invoices, receipts and spreadsheets are provided ahead of every Council meeting for Cllrs review.</p> <p>For electronic payments, two Cllrs sign the monthly payment run at the meeting and the RFO authorises the electronic payment from the bank account.</p> <p>Clerk can use debit card for agreed expenditure approved by the PC.</p> <p>Internal and external audits completed annually.</p> <p>Fidelity Guarantee in place.</p>	<p>Annual review confirms existing arrangements adequate</p> <p>No petty cash</p> <p>Fidelity Guarantee is £150,000</p>
	(ii) Theft / loss of and damage to assets	Medium	Covered by comprehensive insurance policy	Level of insurance cover reviewed annually
	(iii) Insolvency of insurance company	Low	Cover effected with a major insurance company via scheme with specialist broker for Parish Council business	Current insurance with Aviva, through broker, BHIB Insurance Clear Insurance
	(iv) Not receiving sufficient / all expected income	Low	Council carries cash reserves, the adequacy of which is reviewed annually. Budget review and forward financial planning. Precept demand submitted before deadline.	Minimum reserves of circa 40% of precept are held. Financial Regulations require budget and precept to be finalised at Jan meeting
Legal	(i) Legal liability as a consequence of asset ownership. Damage to 3 rd party property or individuals	Low	Covered by Public Liability insurance and SPC does not own very high value assets, just low risk street furniture - bus shelter, benches etc, and all in public areas that receive regular inspection by Councillors. Play equipment inspected annually by Registered Play Inspector. All streetlights are LED and are serviced and maintained by competent contractor.	PL cover currently £10 million Level of insurance cover is reviewed annually
	(ii) Personal accident to members and staff. Assault to staff	Low	Clerk works from home; no cash is handled. Covered by personal accident and Employers Liability insurance. Clerk address not in the public domain as a PO Box is used by the Council.	Employers' Liability Compulsory Insurance (ELCI) currently £10 million
	(iii) Inappropriate use of powers; breaking the law	Low	<p>Membership to BMKALC and Clerk's membership of SLCC provides access to current and up to date advice if necessary. Cllrs attend initial briefing and formal training on being elected.</p> <p>The Parish Clerk is CILCA qualified, and the Council adopted the General Power of Competence (GPoC) in October 2022</p>	Separate Health and Safety RA prepared and reviewed annually