

**Risk Assessment December 2017**

<b>Service Area</b>	<b>Risk Level</b>	<b>Risk</b>	<b>Recommendation</b>
<b>Insurance</b>	L	Public liability	Continue existing £10m cover
	L	Employers liability	Continue existing £10m cover
	L	Money	Continue existing cover
	L	Fidelity guarantee	Continue existing £150,000 cover
	L	Property	Continue existing cover
	L	Officials indemnity	Continue existing £500,000 cover
	L	Personal accident	Continue existing £50,000 cover
<b>Clerk</b>	L	Fraud	See fidelity insurance
	M	Loss of service of employee	Immediately advertise vacancy and seek temporary cover from another local clerk
	L	Lack of support	Continue with membership of SLCC and OALC. Conduct annual appraisal with Chair and Vice-Chair
<b>Council Meetings</b>	M	Non-attendance of councillors	Continue with regular meeting arrangements
	L	Non-compliance with statutory requirements	Issue Standing Orders, Financial Regulations and Code of Conduct to new councillors. Clerk to <b>regularly</b> monitor and check procedures <b>regularly</b> and

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			Clerk and councillors to receive regular training
	M	Poor reporting of Council business	Clerk to <del>continue to</del> produce, approve and circulate minutes within <u>two</u> weeks of the meeting. Council to continue to approve minutes at following meeting. All information to be updated regularly on parish website
Leased Land	M	Poor financial return	Review arrangements regularly
	M	Poor maintenance	Include stipulations in any new agreements
	L	Non-compliance with statutory regulations	Ensure any new agreements meet requirements of Agricultural Holdings Act 1986
Finance	L	Precept not the result of proper detailed consideration	Continue to present budget and precept to Council for approval in good time
	M	Inadequate monitoring of financial performance	Clerk to continue to present quarterly reports
	L	Illegal expenditure	Clerk to ensure adherence to Financial Regulations. Continue to record and approve all payments at Council meetings

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	M	Non-standard and/or non-compliant financial records kept	Regular training for Clerk and support from SLCC and OALC
	M	Non-compliance with statutory deadlines for accounts and other financial returns	Continue to ensure that all accounts and returns are completed and submitted by the deadlines
	L	Non-compliance with internal audit requirements	Continue with appointment of internal auditor and review periodically.
	M	Missing paperwork	Clerk to maintain effective filing system. Cloud back-up of electronic documents and keep digital copies of any title deeds, etc.
<b>Contracts</b>	M	Poor quality of work / value for money	Review all contracts annually and seek tenders <del>biennially</del> <u>every five years</u>
	L	Loss of service	Seek new contractor immediately
<b>Burial Ground</b>	L	Grave safety	Ensure graves are only dug by people with appropriate procedures and insurance
	L	Public safety	Carry out risk assessment annually

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	M	Legal compliance	<del>Establish links to qualified cemetery professionals</del> <u>Continue to seek advice from Oxford City Council's Cemeteries Team</u>
	L	Lack of revenue	Review fees annually
	L	Loss of adequate space	Not predicted in foreseeable future
	L	Memorial safety	Ensure all new memorials are properly anchored. <del>Maintain and properly qualified professional conducts</del> regular assessment of safety of all memorials <u>by properly qualified professionals</u>
Community Woodland	L	Public safety	Carry out risk assessment annually
	L	Misuse of earmarked reserves	Monitor restricted funds and ensure payments adhere to TOE and Forestry Commission grant criteria