

South Hinksey Parish Council

<https://southhinksey-pc.gov.uk>

Risk Assessment

Service Area	Risk Level	Risk	Recommendation
Insurance	L	Public liability	Continue existing £10m cover
Insurance	L	Employer's liability	Continue existing £10m cover
Insurance	L	Money	Continue existing cover
Insurance	L	Fidelity guarantee	Continue existing £150,000 cover
Insurance	L	Property	Continue existing cover
Insurance	L	Officials' indemnity	Continue existing £500,000 cover
Insurance	L	Personal accident	Continue existing £50,000 cover
Clerk	L	Fraud	See fidelity insurance
Clerk	H	Vacancy	Immediately advertise vacancy and seek temporary cover from another local clerk
Clerk	H	Loss of service of employee	Develop robust business continuity policy and codify current procedures
Clerk	L	Lack of support	Continue with membership of SLCC and OALC. Conduct annual appraisal with Chairman and Vice-Chair

20a Harley Road, OXFORD, OX2 0HR

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Service Area	Risk Level	Risk	Recommendation
Council Meetings	M	Non-attendance of councillors	Continue with regular meeting arrangements
Council Meetings	H	Impossible to hold meetings due to pandemic	Have appropriate arrangements in place to ensure essential decisions are taken
Council Meetings	L	Non-compliance with statutory requirements	Issue Standing Orders, Financial Regulations and Code of Conduct to new councillors. Clerk to monitor and check procedures regularly and Clerk and councillors to receive regular training
Council Meetings	M	Poor reporting of Council business	Clerk to produce and circulate minutes within two weeks of the meeting. Council to continue to approve minutes at following meeting. All information to be updated regularly on parish website
Finance	L	Loan taken out for cost of 30mph speed limit on Hinksey Hill may have to be repaid at short notice	Carefully consider terms of any loan offered. Negotiate with lender if repayment sought at short notice. Maintain healthy level of reserves

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Service Area	Risk Level	Risk	Recommendation
Finance	L	Precept not the result of proper detailed consideration	Continue to present budget and precept to Council for approval in good time
Finance	M	Inadequate monitoring of financial performance	Clerk to continue to present reports at least quarterly
Finance	L	Illegal expenditure	Clerk to ensure adherence to Financial Regulations. Continue to record and approve all payments at Council meetings
Finance	M	Non-standard and/or non-compliant financial records kept	Regular training for Clerk and support from SLCC and OALC
Finance	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
Finance	L	Non-compliance with internal audit requirements	Continue with appointment of internal auditor and review periodically

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Service Area	Risk Level	Risk	Recommendation
Finance	L	Non-compliance with Transparency Code requirements	Ensure documents requiring publication are available to upload to the website in sufficient time for deadlines to be met
Finance	M	Missing paperwork	Clerk to maintain effective filing system. Cloud back-up of electronic documents and keep digital copies of any title deeds, etc.
Contracts	M	Poor quality of work/value for money	Review all contracts annually and seek tenders every five years
Contracts	L	Loss of service	Seek new contractor immediately
Burial Ground	L	Grave safety	Ensure graves are only dug by people with appropriate procedures and insurance
Burial Ground	L	Public safety	Carry out risk assessment annually. Commission regular tree inspections
Burial Ground	M	Legal compliance	Continue to seek advice from Oxford City Council's Cemeteries Team
Burial Ground	L	Lack of revenue	Review fees annually

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Burial Ground	H	Lack of burial plots	Ensure new burial plots laid out before existing burial plots used up
Burial Ground	L	Memorial safety	Ensure all new memorials are properly anchored. Maintain regular assessment of safety of all memorials by properly qualified professionals
Community Woodland	L	Public safety	Carry out risk assessment annually. Involve outside experts in management of woodland. Conduct quarterly site meetings
Community Woodland	L	Misuse of earmarked reserves	Monitor restricted funds and ensure payments adhere to Trust for Oxfordshire's Environment and Forestry Commission grant criteria

This Risk Assessment was adopted by South Hinksey Parish Council on Monday 10th January 2022.

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