

**Risk Assessment December 2018**

<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 monitor and check procedures regularly and Clerk and

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			councillors to receive regular training
	M	Poor reporting of Council business	Clerk to produce, approve 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
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	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
	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	Clerk to continue to present quarterly reports

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		financial performance	
	L	Illegal expenditure	Clerk to ensure adherence to Financial Regulations. Continue to record and approve all payments at Council meetings
	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 every five years

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	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
	M	Legal compliance	Continue to seek advice from Oxford City Council's Cemeteries Team
	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. Maintain regular assessment of safety of all memorials by properly qualified professionals
<b>Community Woodland</b>	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