

## Risk Assessment

<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 Chairman 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

Service Area	Risk Level	Risk	Recommendation
			councillors to receive regular training
	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
	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

Service Area	Risk Level	Risk	Recommendation
	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.
	H	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
	H	Non-compliance with Public Sector Website Accessibility requirements	Ensure new website is in place well before September 2020 on basis existing website cannot be made compliant
	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>Service Area</b>	<b>Risk Level</b>	<b>Risk</b>	<b>Recommendation</b>
<b>Contracts</b>	M	Poor quality of work/value for money	Review all contracts annually and seek tenders every five years
	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. Commission regular tree inspections
	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	Ensure new burial plots laid out before existing burial plots used up
	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. Involve outside experts in management of woodland. Conduct quarterly site meetings

Service Area	Risk Level	Risk	Recommendation
	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 2<sup>nd</sup> September 2019.**

Chairman: Michael Cochrane  
Michael Cochrane

Date: 4 November 2019

Clerk: Geoffrey Ferres  
Geoffrey Ferres

Date: 4<sup>th</sup> November 2019