



Chailey Parish Council

Risk Management and Assessment

Risk management

Risk is the threat that an event will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance.

This document has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise and control them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what risk there may be
- Identifies the level of risk
- Evaluates the management and control of the risk(s) and records findings
- Reviews, assesses and revises procedures if required.

Assessment of identified risks

The likelihood of each risk occurring is considered and a factor ascribed to it according to the following table:

Likelihood of Occurrence ("LO")	Factor
Very unlikely- rarely	1
Unlikely- perhaps annually	2
May happen - perhaps monthly	3
Likely – perhaps weekly	4
Very likely- perhaps daily	5
Certain or imminent- more than once per day	6

The likely consequence of each risk, should it occur, is also considered and a factor ascribed to it according to the following table:

Likely Severity ("LS")	Factor
Delay only	1
Minor Injury, Minor damage	2
Lost time Injury, Illness, Damage.	3
Major Injury, Disabling illness, major damage	4
Single Death	5
Multiple Deaths	6

For each risk an Overall Risk Assessment Factor ("ORAF") is then calculated by adding the factors ascribed to it for Likelihood of Occurrence ("LO") and Likely Severity ("LS"), and dividing by 2. The overall risk assessment factors are rated as follow:

Overall risk assessment factor ("ORAF")	Rating
1 or 2	Low
3 or 4	Medium
5 or 6	High

The risks identified have been grouped under the following headings:

- Management of Council business
- Finance
- Assets and income
- Liability
- Councillors' propriety
- Governance & Management

Management of Council business				
Subject	Risks identified	LO/LS/ORAF	Management/Control of Risk	Review/Assess/Revise
Business continuity – loss of records	Council unable to continue its business due to loss of documents through fire theft or damage. Corruption of electronic data.	2/4/Medium	All hard copy and electronic documents in one place at Reading Room. Secure room at parish office. Locked cabinets for all key papers. Council laptop is password protected. Regular back up of electronic files onto the Cloud storage facility currently MS One Drive. Cloud storage facility in place. Windows Defender Virus software in place. Laptops are not left overnight at Reading Room.	No change
Business continuity – loss of records	Retention of documents by resigned or disaffected Clerk or Councillor.	1/3/Low	Clerk’s contract states that all Council equipment is surrendered within one week of termination. Councillors’ failure to comply with Code of Conduct may result in Council seeking legal advice	No change
Business continuity – unavailability of usual meeting location	Loss through fire or damage or inadequate health and safety.	2/2/Low	Annual fire checks/electrical checks and regular inspections. Regular cleaning. Insurance in place over buildings/equipment	Reinstatement valuation carried out on Reading Room in April 2024. Valuation figures have been given to Insurance company who have updated policy
Business continuity – unavailability of Parish Office	Loss through fire or damage or inadequate health and safety.	2/4/Medium	Annual fire checks/electrical checks and regular inspections. Regular cleaning. Insurance in place over buildings/equipment.	As above

			Possibility of Clerk/RFO working from home.	
Meetings/site visits	Personal Injury.	1/1/Low	High visibility jackets are available from Clerk if required. External visits to be arranged through the Clerk.	<i>No change</i>
Loss of Clerk/RFO	Resignation or unavailability of Clerk/RFO.	2/4/Medium	Membership of ESALC to assist with locum cover or recruitment. Business interruption insurance held includes Key Person Absence cover.	<i>No change</i>
Lone working	Confrontation by member of the public.	1/4/Low	Clerk/RFO/Cleaner whilst at the office should keep door locked. Members of the public encouraged to make appointments with Clerk/RFO. Clerk/RFO to advise Chair/VC of lone internal/external meetings. Cleaner has Clerk's contact details & should have her mobile with her during cleaning. Clerk/RFO/Cleaner do not if they consider an unsafe situation have to answer the door.	Update Lone working Policy
Finance				
Precept inadequacies	Failure to ensure that the annual precept results from an adequate budgetary process	1/2/Low	Start consideration of budgetary process at least 3 months prior to submission date of Precept. Checks by RFO. Precept determined on basis of the budget set. Full annual budgetary process with RBS. Ability to move monies between reserves. Regular monthly reports to Council on actual v budgeted expenditure.	<i>No change</i>

Financial	Lack of commitment by Councillors to budgetary process	2/2 Low	Full Council receives budget estimates. Expenditure against budget is reported at each FC meeting.	No change No change
	Inadequate records / financial irregularities	1 / 2 Low	CPC use the Financial Regulations which set out the requirements based on NALC Model Regulations	No change
	Inadequate internal controls regarding monitoring expenditure	1 / 2 Low	Performance against budget and all expenditure is reviewed in FC meetings.	No change
	Reserves too high/low	2/2 Low	Reserve balance should not exceed the Precept but should be sufficient to allow the Council to operate if the expected precept is now received.	
Misappropriation or incorrect disbursement of funds	Fraud by Clerk or Councillor(s)	1/4/Medium	Financial regulations in place. Dedicated Councillor responsible for financial matters. Payments require two separate Councillor authorisations. Bank reconciliations performed monthly. Monthly financial report to Council seeking approval for all transactions. Checks by two Parish Councillors made quarterly against payments in correspondence with invoices & receipts received. Internal Audit checks.	Reviewed by Internal Audit procedure. <i>No change</i>

Bank failure	Loss of funds through failure of the Council's bankers.	1/4/Medium	Council's funds are all with a major clearing bank. Council moved to online banking (Unity Trust) in 2023 Availability of FSCS protection.	<i>No change</i>
Cash	Loss through theft or dishonesty.	1/1/Low	No Petty Cash float is held. Locked cash meter in Reading Room contains minimal sums which are banked regularly.	<i>No change</i>
Grants	Inadequate controls over limits to expenditure	2/2/Low	£137 payments – grants and donations recorded. Approval of Payments recorded in minutes.	<i>No change</i>
Freedom of Information	Failure to comply with statutory requirements	1/2/Low	Present scheme adopted 2018	<i>No change</i>
Data Protection	Failure to comply with statutory requirements	1/2/Low	Council is registered with ICO. Laptops held by Clerk and RFO are password protected. Rely on Microsoft One Drive to back up files. Cllrs/Clerk/RFO issued with .gov.uk email addresses to ensure security & to facilitate efficient handling of official communication and information requests. Confidential documents are secured in lockable cabinet and destroyed after use.	<i>No change</i>
Payments to Clerk and other employees.	Salary paid incorrectly. PAYE/Nl/Pension deductions not dealt with properly.	2/2/Low	Payroll company engaged. Payroll approved monthly by Councillors responsible for financial matters. Reconciliation carried out monthly. Payments subject to approval and monthly reporting. Internal Audit checks	<i>No change</i>

Election costs	Inadequate provision	1/1/Low	Provision held to cover election costs.	<i>No change</i>
VAT	Delay in reclaiming. Input VAT found not to be recoverable.	3/1/Low	Procedure in place to reclaim VAT quarterly.	<i>No change</i>
Annual Return	Not submitted within time limits. Submitted with errors leading to adverse audit comments.	2/2/Low	Likely consequence of loss/unavailability of Clerk/RFO. Ability to agree time extensions with external auditors. Review by Council and Internal Auditor before submission.	<i>No change</i>
Insurance	Inadequate cover. Invalidity through lack of compliance	2/3/Medium	Annual review and approval by Council. Cover increased annually by indexing.	Asset reinstatement valuations taken place April 2024 on Council freehold & leasehold buildings. Valuations submitted to Insurance company who have updated policy
Assets and income				
Play equipment	Damage, wear and tear, accident- public liability	2/4/Medium	Insurance held for loss and liability	Inspection/ reporting regime re-introduced 2022 & Cllrs have been asked to comply. Professional safety check to be requested yearly, as from 2025
Street Furniture	As above	2/3/Medium	As above	As above
Reading Room	As above	2/4/Medium	As above Annual fire equipment check	As above & Reinstatement valuation carried out April 2024
Pump House, South Chailey – well is below the floor	Well is under the floor In use as a bus shelter	1/5/Medium	Reinforced concrete pad constructed over existing floor. Inspection by ESCC completed for safe use as bus stop.	As above & Reinstatement valuation carried out April 2024
Windmill	As for play equipment	3/4/Medium	Insurance held for loss and liability. Annual fire equipment check.	As above & Reinstatement valuation carried out April 2024
Sports Pavilion	As above	3/4 Medium	Insurance held for loss and liability Annual fire equipment check	As above & Reinstatement valuation carried out April 2024
Freehold Land (other than the Commons)	As above	2/4/Medium	As above (for liability)	Inspection/ reporting regime

Trees (excluding those on the Commons)	As above	3/4/Medium	As above for (liability) Reports of incidents received from members of the Council and residents.	Professional Arborologist to carry out tree inspections to trees on Council owned land every three years. Last inspection 2024. Next 2027
Chailey Commons (including trees)	Governed by Management Committee set up by Lewes District Council as Stat. Authority. Risk of significant amendment of conditions	3/4/Medium		LDC alerted to trees on Commons posing a danger. Forest Ranger also alerts CPC /LDC to potential dangers. LDC carry out their own inspection
Flagpole on Chailey Green.	The flag is retained by local resident who lives opposite Parish Council Offices (Bosun) – who voluntarily raises the flag on certain days in the year,	1/5/Medium	The pole is insured and maintained by the Council.	Volunteers undertaking activities on behalf of the Parish Council, are covered automatically under the Employers' and Public Liability sections
Building contents (other than computer equipment).	Loss or damage	2/2/Low	Insurance held for loss and damage	<i>No change</i>
Computer Equipment	Misuse, loss or damage	2/4/Medium	Insurance for loss and damage covered under Business Equipment with Insurance company. Council laptops (2) are not left overnight at Reading Room, Council laptop is password protected Rely on Microsoft One Drive to back up files.	<i>No change</i>
Chailey Green	Event Licence agreement with owner(s)	1/6/Medium	Ensure liability insurance cover arranged by hirer	Chailey Green owned by Mr Sclater.
St Mary's Churchyard	Agreement for maintenance. Loss of income.	1/2/Low	Longstanding arrangement grass cutting service provided by Barcombe Landscapes. Church pay for half of the costs.	<i>No change</i>

			Invoice sent at end of each financial year.	
Grazing fields/allotments	Loss of income	1/2/Low	Rentals to cover costs	<i>No change</i>
Liability				
Legal Powers	Illegal activity or payments	3/2/Medium	Standing Orders Payments agreed by Council. Reference to ESALC or legal advice as required.	<i>No change</i>
Minutes/Agenda	Accuracy - non-compliance with legal requirements	3/2/Medium	Agendas circulated within statutory requirements – notice boards and website. Signed agendas and minutes circulated in accordance with regulations. Minutes approved & signed at each meeting	<i>No change</i>
Public Liability	Risk to third party, property or individuals	2/5/Medium	Liability insurance held as recommended by Broker. Annual review by the Council	<i>No change</i>
Employer Liability	Non-compliance with employment law	1/4/Medium	Insurance in place Annual review by the Council	<i>No change</i>
Legal Liability	Legality of activities, proper and timely reporting, proper document control	3/3/Medium	Standing Orders Minutes Agendas	<i>No change</i>
Councillors Propriety				
Members' interests	Conflict of Interest not disclosed. Register of Member's Interest not updated. Registers not sent to LDC and/or placed on the website.	3/3/Medium	Council are reminded to review their ROMI's annually and to update Clerk accordingly. Requirement for Councillors to notify interests appear on all meeting agendas. Clerk to ensure that Councillors Registers are sent within 28 days of becoming a member to the Monitoring Officer at LDC, and to	Registers to be updated as part of Annual Meeting of the Council in May each year. <i>No change</i>

			be posted on website once sent to Local Authority,	
Members' conduct	Standard of Conduct not complied with or understood. Action against individual Councillor(s) or the Council	2/3/Medium	Code of Conduct in place. New Councillor training available Good Councillors Guide circulated.	No change Offered to new Councillors
Gifts & Hospitality	Gifts not declared	1/1/Low	Code of Conduct in place	No change
Meetings with third parties	Statements made without Council approval. Risk of misrepresentation and/or misunderstandings	1/3/Low	All meetings with third parties as well as written communication should be directed through the Clerk but may be signed by the Chair or Vice-Chair.	Statements not to be made without prior approval and consent of the Chair
Governance & Management	Lack of engagement by Cllrs and residents on major items of public interest	2/2 Low	Role of Parish Council is publicised through the Council website, village noticeboards, facebook, Chailey News and local newspapers & face to face events. Council contact details are on the website	No change.
	Lack of knowledge by Cllrs on their role, responsibility & accountability	1/1 Low	Prospective Cllrs are encouraged to attend Council meetings. Once on board, training sessions are arranged, encouraged to read documentation/policies on the website, and to meet with Clerk/Chair if further advice needed.	No change
	Lack of knowledge of or commitment to regulations & legislation	2/2 Low	Ensure that Code of Conduct, SO and Financial Regs are in place. Attend training courses. Membership of ESALC, NALC & SLCC	No change
	Action of the PC outside its powers laid down by Parliament	1/3 Low	Clerk to monitor relevant legislation and report to Council. Seek advice from other bodies where required.	No change.
	Notice of Meeting	1/1 Low	Meeting Agendas placed on noticeboards and website, Cllrs to	No change.

			receives summons electronically.	
	Accurate & legal Minutes	1/1 Low	Minutes are presented to next Council meeting for approval. Minutes are produced for all meetings. Approved minutes are posted on website	No change.