

LICKEY AND BLACKWELL PARISH COUNCIL

Risk Review 2021

Hazard / Risk	Preventative /remedial actions	Insured risk	Reviewed
Democratic Process			
By-election	Budgetted		
Breach of Freedom of information or data protection requirements	Procedure approved and adopted, GDPR policy and procedures in place		YES
Public engagement			
Failure to inform or consult the community	Dates and times of council meetings displayed on notice boards & website . Quarterly newsletters/ annual report circulated. Regularly updated website		Ongoing
Injury to the public at meetings or events	Careful planning and notice of health and safety issues before proceeding.	Yes	
Inappropriate representation to 3rd parties	All formal communications to be through the E.O.		YES
Procedure and conduct of meetings /Decision making			ongoing
Inadequate notice of meetings given	At least 3 days notice given		
Agendas vague or ambiguous	Subject matter and required decisions clearly stated		
Inadequate group / committee reports	Sufficient detail given to ensure clear informed decisions are reached		
Unclear or unlawful (Outside of powers) policy decisions reached	Clear concise decisions made and clearly minuted under guidance of E.O.		
Non-compliance with Code of Conduct at meetings	Strong chairmanship and immediate intervention		
Non-withdrawal of Councillors with declared pecuniary interest	Chairman's control under advice of E.O.		
COVID transmission at meetings	Risk assessment carried out for meetings, E.O. & Chairman follow CALC advice		ongoing
Asset management			
Injury due to unsafe playground equipment	Annual ROSPA inspection / weekly inspection	Yes	Yes
Damage to assets for public use (bus shelters, seats etc)	Periodic inspection / repair as necessary	Yes	Yes
Damage to notice boards	Inspected at every change of notice / repair as necessary	Yes	Yes
Unserviceable office equipment	Cease using and repair or replace	Yes	ongoing
Loss of chairman's chain of office	Keep in safe place and return there immediately after use	Yes	
Financial Management			
Inadequate records of accounts	Regular scrutiny and correction		
Lack of financial control	All payments approved in full council & regular reports of budget balances		
Poor contractual arrangements	Reviewed regularly and within terms of Financial Regulations		
Employment			
Non-compliance with current employment law	Follow advice from CALC updates and website	Yes	
Non-compliance with health and safety regulations	Follow advice from CALC updates and website	Yes	
Staff disputes.	Maintain open communication between staff and Council	Yes	ongoing
E.O. Unable to work due to sickness	Temporary cover arrangements in place		
Resignation of E.O.	Temporary cover arrangements in place & advert in hand		
COVID transmission between workers/visitors	Risk assessment carried out, E.O. & Chairman follow CALC advice		ongoing
Contractual management - Services & supply			
Inadequate records	Orders, contracts and invoices kept by R.F.O. and regularly scrutinised.		
Lengthsman's duties not carried out or incorrectly	Activity reported weekly to E.O.	Yes	regular meetings
Mowing and ground maintenance not completed or sub-standard	Under continuous control of E.O. or designated councillor	Yes	
Footpaths overgrown and not walkable	Regular review / remedial action as necessary		ongoing
Unauthorised direction/instruction to contractor	All communications through E.O.		
Record keeping			
Failure to record and display minutes of meetings	Approved and signed at each subsequent meeting. Displayed on website		
Failure to register pecuniary interests	Requested at start of every meeting and recorded / Displayed on website		
Assets register not kept up to date	Reviewed annually . New acquisitions added and insured immediately	Yes	Yes
Statutory obligations			
Failure to display statutory notices	Schedule of statutory notices maintained and followed		
Failure to submit to internal audit procedure	Completion reported to Council and minuted		
Failure to submit to external audit procedure	Completion reported to Council and minuted		
Failure to submit correct annual returns on time	Completion reported to Council and minuted		