

ALDENHAM PARISH COUNCIL

Council Document

AGENDA items 14a & b

To receive the risk report and confirm that a full risk assessment has been carried out for the year.

Finance & General Purposes Committee Meeting
11th January 2021

Background

Legislation and good business practice requires that risk assessments be carried out to identify all possible sources of danger within a work place and progressively reduce the risk to people, and property. Where significant risks are identified they must be controlled, and recorded. Risk assessments should be effective in that they identify sources of danger and prioritise methods to eliminate or reduce risk to the lowest practicable level. All controls, safe systems of work etc. used to reduce the risk must become part of training for all personnel, and as such should be recorded on the individual's training record.

Aldenham Parish Council (APC) has a system for carrying out these risks called LCRS. This report will show what risks have been checked so far this year and where there are actions required to bring these up to date these will be highlighted with an action plan. So far this year all of the 176 risk questions have been checked. Only the website causes concern, but this has been addressed with analytics having been purchased. The emphasis in 2021 will be to receive and assess the data to see what areas people are looking at and how the website can adapt to make accessibility easier.

To comply with the annual governance, return completed in April/May each year and sent to the external auditors, Aldenham Parish Council (APC) have to state the following.

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Recommendation

1. That the committee has agreed the contents of the risk assessment on websites and the proposed action plans.
2. That this committee recommends to Full Council, that in its opinion APC have met the criteria as set out in the annual return part 2.

Members are asked to consider this report.

Peter Evans (Parish Council Manager)

LCRS 6. Overall risk summary for: Aldenham Parish Council

Assessment year: 2020

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments	Open Spaces	20	20	0	<input type="text"/>
	Duty to provide allotment gardens if demand unsatisfied	Manisha	1	1	0	<input type="text"/>
Christmas Lights	Duty to adopt a code of conduct	Peter Evans	1	1	0	<input type="text"/>
	Duty to facilitate discharge of any function	Peter Evans	3	3	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct	Peter Evans	1	1	0	<input type="text"/>
	Duty to facilitate discharge of any function	Peter Evans	3	3	0	<input type="text"/>
Computing	Duty to adopt a code of conduct	Peter Evans	1	1	0	<input type="text"/>
	Duty to facilitate discharge of any function	Peter Evans	3	3	0	<input type="text"/>
Council Meetings	Duty to disclose documents and to adopt publication scheme	Peter Evans	4	4	0	<input type="text"/>
	Duty to disclose documents and to adopt publication scheme	Peter Evans	4	4	0	<input type="text"/>
Council Property and Documents	Powers to spend money on various crime prevention measures	OST	10	10	0	<input type="text"/>
	Duty of Notification and Duty to Disclose (subject access)	Peter Evans	1	1	0	<input type="text"/>
Crime Prevention - CCTV	Duty of Notification and Duty to Disclose (subject access)	Peter Evans	1	1	0	<input type="text"/>
	Duty to Appoint	Peter Evans	8	8	0	<input type="text"/>
Employment of Staff	Duty to ensure responsibility for financial affairs	Peter Evans	11	11	0	<input type="text"/>
	Duty to ensure responsibility for financial affairs	Peter Evans	11	11	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs	Peter Evans	11	11	0	<input type="text"/>
	Duty to ensure responsibility for financial affairs	Peter Evans	11	11	0	<input type="text"/>
Gifts	Power to accept	Peter Evans	1	1	0	<input type="text"/>
	Power to accept	Peter Evans	1	1	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment	Peter Evans	4	4	0	<input type="text"/>
	Power to participate in schemes of collective investment	Peter Evans	4	4	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land	Peter Evans	14	14	0	<input type="text"/>
	Power to acquire by agreement, to appropriate, to dispose of land	Peter Evans	14	14	0	<input type="text"/>
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	Peter Evans	7	7	0	<input type="text"/>
	Power to provide receptacles; Duty to empty & cleanse those provided	Peter Evans	7	7	0	<input type="text"/>
Meeting of the Council	Duty to meet	Peter Evans	5	5	0	<input type="text"/>
	Duty to meet	Peter Evans	5	5	0	<input type="text"/>
Newsletters	Power to provide from 'free resource'	Manisha	6	6	0	<input type="text"/>
	Power to provide from 'free resource'	Manisha	6	6	0	<input type="text"/>

LCRS 6. Overall risk summary for: Aldenham Parish Council

Assessment year: 2020

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks (>3)	Your action plan rank
Open spaces	Power to acquire land and maintain	Ian Gray/Neil	13	13	0	<input type="text"/>
Play Areas	Power to provide	Ian Gray	4	4	0	<input type="text"/>
Provision of Office	Power to provide	Peter Evans	6	6	0	<input type="text"/>
Accommodation						
Provision of Website/Internet Access	Power to provide from 'free resource'	Manisha	2	2	0	<input type="text"/>
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	Peter Evans	16	16	0	<input type="text"/>
Public Conveniences	Power to provide	Peter Evans	13	13	0	<input type="text"/>
War Memorials	Power to maintain, repair, protect and adapt war memorials	Peter Evans	3	3	0	<input type="text"/>
Web Sites		Manisha	19	19	3	<input type="text"/>
		Overall totals/scores	176	176	3	

Date: _____
 Position: _____

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number one.
3. Repeat on all areas until all uncontrolled areas are allocated.

LCRS 7. Action Plans for Aldenham Parish Council

Assessment year: 2020

Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Web Sites							
381 Administration/Legal	Non compliance with Freedom of Information Act	Medium	4	Check new website has the polices on it.	Manisha Kotecha	03/12/2020	<input type="text"/>
<i>To minimise risk.</i>							
Ensure that legal requirements are met in full.							
Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the website.							
will check on new site see action plan.							
383 Administration/Legal	Lack of motivation for continued management of website.	Medium	4	Google analytic purchased -- check scores	Peter Evans	03/12/2020	<input type="text"/>
<i>To minimise risk.</i>							
Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.							
Arrange for regular review of site content and development.							
CD committee and officer review Website regularly.							
385 Administration/Legal	Lack of visibility of visitor numbers.	Medium	4	PCM has contacted new provider who will investigate Google analytics. CD officer to check purchased and figures.	Manisha Kotecha	03/12/2020	<input type="text"/>
<i>To maintain adequate statistics.</i>							
Ensure that a web site statistics package is available on site.							
Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting.							
Ensure that examination of detail is an integral part of the process.							
Google analytics purchased for new site, figures will be collated.							