Kippax Parish Council
Risk Management Document

Approved: 16ᵗʰ May 2024

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Date of Review: May 2025

M Eyre

Chairman, Councillor M. Eyre

● Risk assessment is a systematic general examination of the activities of the Parish Council to enable potential risks to be identified
● The Parish Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified
● This document has been produced to enable Kippax Parish Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them

Area:	Identified Risk:	Level of Risk:	Controls:	Action Required:
Statutory obligations regarding documents	Accuracy and legality of notices, agendas, Minutes	L	• Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements. • Minutes are approved, signed and dated at the next meeting of the Council/Committee. • Agendas and notices are produced in the prescribed manner by the Clerk and adhere to legal requirements. • Agendas and notices are displayed according to legal requirements. • Administration of Agendas and Minutes Policy adopted	• No action required. • Existing procedure adequate
Members Interests	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	M	• Request for all members to declare any interests in business included as an agenda item at all meetings. • Registration of interests by members on prescribed form. • Responsibility of individual member to declare said interests and keep their register of interests up to date • Relevant training received from YLCA for members	• Register of interests forms to be published on the parish council website. • Members to be reminded to review their register of interests
Proper conduct of meetings	Councillors not conducting themselves in a proper manner Order of council not maintained Disruptive behaviour from members of the public	M	• Standing Orders define how the meeting operates • Code of Conduct adopted to guide councillor's behaviour • Rules of Public Session Policy and Recording of Meetings Policy in place to guide members of the public and published	• No action required. • Existing procedure adequate

				on the parish council's website	
Meeting Location	Premises inadequate for needs of Council and inaccessible for members of the public	L		• All meetings of Kippax Parish Council are held in a local venue (typically Valley Ridge Community Centre and the Methodist Church Hall) which has adequate facilities for the hosting of meetings. • Venues have disability access and are on bus routes	• No action required. • Existing procedure adequate
Proper conduct of council business	Committees not operating correctly Decisions being made without due powers Councillors not being aware of policies, functions and best practice	L		• Clearly defined Terms of Reference • Training Policy and Training budget to upskill councillors and employees where required • Clerk present at all meetings to advise where required • Clerk CILCA qualified and Council adopted General Power of Competence.	• No action required. • Existing procedure adequate
Accessibility and Transparency	The council is not accessible for members of the press/public The council does not create confidence and present transparency within the community	L		• Agendas and minutes published on the council website • Meeting dates and times published in the public noticeboards • Administration of Agendas and Minutes Policy advises how to request items for discussion • Public Forums at meeting to allow public to speak on matters to be considered at the meeting. • Publication Scheme and relevant documents published on the website • Co-option Policy published on the website, outlines how people can apply to join the council when a vacancy can be filled by	• No action required. • Existing procedure adequate

			• co-option • Complaints Policy readily available on the website to clearly explain how people can express dissatisfaction • Social Media used to inform the public about the activities of the Parish Council within the community • The parish council's website includes a form to encourage the public to submit ideas to the council	
Safety of council events and activities	Council not implementing necessary procedures when running events or activities Attendees at risk of injury or harm	M	• Privacy Policies and Consent Forms in place for those participating in activities • Risk Assessments to be carried out for all activities • Safeguarding Policy in place to protect the council and public • Councillors and staff all undertaken DBS checks • Public Liability Insurance in place	• No action required. • Existing procedure adequate
Continuity and efficiency of council business	Council does not function efficiently leading to projects not being delivered Council unable to carry out tasks in times of emergency	L	• Some powers delegated to the clerk and committees, which are outlined in the approved scheme of delegation • All committees with clearly defined Terms of Reference • The council's Financial Regulations provide the clerk with the power to authorise revenue expenditure in cases of extreme risk to the delivery of council services	• No action required. • Existing procedure adequate
Freedom of Information Provision	Non-compliance with Freedom of Information	L	• Council has Model Publication scheme available on website and hard copy from the Clerk	• No action required. • Existing procedure adequate

	Act statutory requirements		● Freedom of Information Request Policy ● Vexatious Request Policy	
Data Protection	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	M	● Clerk/RFO and members undertaken training ● Council registered with ICO as a Data Controller ● Privacy notices available on website ● Consent forms in place ● Document Management policy adopted. ● Data Audit Group set up to complete data audit and review of documents. ● Security Incident Policy adopted	● Data audit Group work to be completed and ongoing process of document management to be established.
Council Paper Records	Loss of essential records through theft and/or fire damage. Council Minutes, leases and historical correspondence. Financial records.	M M M	● Historic minutes, leases, financial records and historical correspondence are stored in a fireproof lockable filing cabinet at the storage container ● All current and previous two years records are stored at the house of the Parish Clerk ● Documents in Clerks home stored in fire-proof lockable container	● Clerk to complete review of documents at home and transfer older documents to the filing cabinet at the storage container ● Minutes over 7 years old to be archived with Leeds City Council
Council Electronic Records	Loss through; theft, fire damage or corruption of computer	L	● Parish Council electronic records are stored on the parish council's laptop used by the Clerk/RFO. ● The Parish Council's laptop has MacAfee internet security installed. ● Electronic data backed up on OneDrive	● Backup system to be reviewed.

Employment Issues				
Working hours	Over or under payment of wages for hours worked Contracted tasks not being completed	L	● Council has responsibility for monitoring of hours worked for all employees. ● Wage slips are reviewed by the Finance and Corporate Governance Committee each month to confirm their accuracy ● Employees submit time sheets detailing hours worked and tasks completed, to their line manager/liaison councillor	● No action required. ● Existing procedure adequate
Working conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	M	● Annual review of staff performance and working relationship with the Council ● Personnel Committee to review working conditions and relevant policies and all employment matters ● Training undertaken by line managers ● Suite of employment policies adopted to support working conditions ● Regular review of workload and delegation of tasks / approval of overtime where required	● No action required. ● Existing procedure adequate
Health and Safety	Injury to staff in the working environment	M	● Risk assessments undertaken by Village Caretaker for all jobs undertaken ● Relevant equipment training undertaken by the caretaker ● Necessary tools and transportation devices provided to the caretaker ● Insurance in place	● Adopt Health and Safety Policy ● Adopt Lone Working Policy ● Establish an Accident Record Book ● Provide health and safety guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.

KEY
LEVEL OF RISK:
L: LOW
M: MED
H: HIGH