

BARLESTONE PARISH COUNCIL - General Management Assessment

Subject	Risk(s) identified	High/Medium or low	Management/Control of Risk	Review/Assess/Revise
Councillors	Loss of a Councillor	L	<p>A legal process is followed when a vacancy arises which involves recruiting a new Councillor by either a by-election or the co-option process</p> <p>The by-election is decided by the Borough Council, with the co-option process only taking place should this not happen. Should this be the case, then the co-option process comprises advertising the vacancy, acceptance of applications, consideration of applicants, the co-option vote at the next available council meeting, and the appointment of the candidate.</p> <p>The council becomes in-quorate and unable to make decisions should there be more than 6 vacancies at any one time. If this should happen the legal process of the Borough Council appointing members then takes place.</p>	<p>Existing procedures adequate</p> <p>Procedures of local authority are adequate</p>
	Councillor Conduct/Responsibility	L	<p>All Council members will endeavour to work as a team and be aware of their responsibilities as to the law and correct procedures whilst in post. They will be familiar and comply with the following:</p> <p>Model Code of Conduct Freedom of Information Act Race Discrimination Act Disability Discrimination Act Section 17 Crime and Disorder Act</p>	<p>The Clerk will ensure that council operates in accordance with the law, adheres to all policies and procedures, and maintains the correct records as required by law</p>

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Business continuity	Risk of Council not being able to continue its business due to unexpected or tragic circumstances	L	Business continuity Plan to be created	To review annually once completed and adopted
Maintenance	Poor performance of assets or amenities Loss of Income or performance Risk to Third Parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained All repairs and relevant expenditure associated to repairs are actioned and authorised in accordance with the correct procedures of the Parish Council All assets are reviewed and insured annually, with all public amenity land and assets being inspected regularly.	Existing procedures adequate. Ensure regular inspections are carried out
Employee	Loss of key personnel Fraud and loss of funds	L L	Advertise vacant position and contact LRALC Losses are covered under Insurance Policy	Existing procedures adequate LRALC membership
Notice Boards	Risk/damage/injury to third parties	L	The Parish Council has 2 notice boards sited in the village. Both notice boards are covered by the insurance policy and are regularly inspected, with any repair or maintenance issues brought to the council at the next available meeting. Keys held Clerk/RFO	Existing procedures adequate. Ensure regular inspections are carried out.
Property	Repair & Maintenance	M	The Clerk and/or Councillors will complete an annual survey of all council owned property, to ensure that it is all in a good state of repair. Any repair or maintenance issues are brought before the council at the next available meeting.	To ensure public safety is maintained. Existing procedure adequate.

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Street Furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for many items of street furniture, please refer to the Asset Register The Clerk & RFO/or Councillors will arrange an annual survey of all street furniture, to ensure that it is in a good state of repair. Any repair or maintenance issues are brought before the council at the next available meeting.	Existing procedure adequate
Meeting Location	Adequacy	L	Parish Council meetings are held in the meeting room of the Community Centre on Bosworth Rd. The premises are considered to be adequate for council meetings including the attendance of the public.	Existing location adequate
Council Records/Papers	Loss through Theft Fire Damage	L	The Parish Council records are primarily stored in the Community Centre, those that are of a sensitive and private nature are in a locked filing cabinet within a locked office. Cabinet keys are kept by Clerk & RFO. Other held at the homes of the Clerk or RFO who work at home.	Damage (apart from fire) and theft is unlikely, therefore the provisions in place are adequate
Council Records/Papers	Loss through: Theft, Fire, Damage Corruption of Computer	L	The Parish council's electronic records are all held on the Parish Council laptop. A regular back-up is performed of all documents held electronically to ensure the safety of such	Back-up is performed using the Cloud and an independent storage device. This storage devise is held by the RFO

Signed by

M. Symonds Clerk BPC

