

Parish of St John the Baptist, Westbourne & Woodmancote Churches						
Risk Assessment: Administration and Governance			Purpose of Assessment			
			1 Agree list of main risks to church's mission 2 Agree the likelihood and level of identified risks 3 Agree all actions and identify responsibility			
Probability Scoring = PS, Impact Scoring = IS, Overall Scoring = OS (PS + 2xIS). 1 = low, 2 = medium, 3 = high.						
	Item Detail	PS	IS	OS	Current controls/Action Required	Responsibility
	<i>It is suggested that only one person should have the responsibility wherever appropriate.</i>					
1	Rector – unforeseen loss of service, including temporary	2	3	8	Maintain list of local clergy with Permission to officiate (PTO). Parish profile from 2016 is on <i>Box/Lists and reference documents</i> . Rector to originate/update 2023 list of available clergy and review at 2 year intervals.	Rector and Churchwardens
2	Churchwarden – unforeseen loss of one or both churchwardens	2	2	6	Aim to have 1 or 2 Deputy Churchwardens, to ensure continuity and as a safety net in the event of loss	Rector and PCC Secretary
3	Treasurer - unforeseen loss of service	2	3	8	Lead cashier/Parish Administrator is familiar with finance procedures and has necessary access to associated systems. Data Developments can undertake book-keeping (but expensive).	Rector and Churchwardens
4	PCC Secretary – unforeseen loss of service	2	1	4	Identify successor or deputy to hold the fort temporarily	Rector & CWs
5	Organist - unforeseen loss of service	2	2	6	List of organists (with contact details) willing to assist is maintained.(Box: Liturgy and Music/Deputy Organists). Hymn recordings held as .mp3 files on Box and could be used in an emergency.	Director of Music
6	Lapse of financial control.	1	2	5	Quarterly finance report to PCC, monthly to Standing Committee.	Standing Committee

7	Confidentiality issues – Breach of confidential information	1	3	7	All confidential information should be kept in locked filing cabinets with known restricted access. Electronic lists with personal details should be password protected. We have a Privacy Policy in place (as per GDPR). Electoral roll data held on secure server with limited access.	Rector, (CWs and Safeguarding Officer where relevant)
8	Lack of key skills/abilities on PCC	1	3	7	Ongoing record of skills recorded on MyMembership database – aim to keep up to date. Important to plan for succession and identify needs and who might have the required skills. Trustee training and induction to be considered. Role descriptions held. See useful information at <a href="https://www.chichester.anglican.org/parish-support/">https://www.chichester.anglican.org/parish-support/</a>	Parish Administrator
9	Conflict of interest	1	1	3	A question should be asked annually of PCC members (at May PCC meeting).	PCC Secretary
10	Lack or loss of records, including PCC and SC minutes, Annual Reports & Accounts	1	3	7	All important records are held on the Box cloud-based filing system, to which Standing Committee members have access.	Treasurer, CWs PCC Secretary
11	Failure to communicate with members of the congregation	2	1	4	Improve channels of communication, using all methods to ensure everyone has access to information they require. Consent to communicate dealt with under GDPR. Regular communication of aims and objectives via MAP – attention to be regularly drawn to copy posted on church noticeboard.	Rector & CWs

**NEXT REVIEW DUE:** July 2024

## REVISION RECORD

REVISION	DATE	DETAILS	BY
Draft	25.03.20	Full review	PCC meeting
Draft	31.12.20	Comments received reviewed & document finalised	J Stuttard & Marjorie Kipling
1	01.01.21	Final version	Marjorie Kipling
2	24.07.23	Reviewed and updated	ST
2	26.07.23	Approved	PCC meeting 26.07.23