

LOUND PARISH COUNCIL Risk Assessment

Introduction

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✍ Identify the areas to be reviewed.
- ✍ Identify what the risk may be.
- ✍ Evaluate the management and control of the risk and record all findings.
- ✍ Review, assess and revise if required.

FINANCIAL AND MANAGEMENT					
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise	Action/By
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	No management presently for loss or long-term incapacity of a Clerk, loss or theft of records, full or majority replacement of the Council at an election or other such instances. Ensure passwords for Clerk's lap top is known by at least 2 members. On-going communication and information sharing to ensure knowledge is not held solely by one person.	Existing processes adequate.	
Precept	Adequacy of precept Requirements not submitted to LPC Amount not received by LPC	L L	Parish Council regularly receives budget update information. When the precept is on the agenda the Council receives a budget update report, including actual position, projected position to end the year and indicative figures /costings. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Lound Parish Council. This figure is submitted by the Clerk to LPC. The Clerk informs Council when the monies are received (approx May time).	Existing processes adequate.	

FINANCIAL AND MANAGEMENT					
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise	Action/By
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations, which set out the requirements.	Existing process adequate. Review Financial Regulations when necessary.	
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations, which set out the requirements for online banking, cheques and reconciliation of accounts. The Parish Council has two bank accounts (community and business). Cash and cheques received banked within 3 days. Cheques require two signatures; there are three nominated Councillors as signatories (any two to sign). Three councillors to be registered for online banking and two are able to jointly perform transactions.	Existing process adequate. Ensure Financial Regulations relevant Review when necessary the bank signatory list, especially after an election. Monitor the bank statements monthly.	
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations, which set out the requirements. Cash received is banked within 3 days when possible. No float is kept.	Existing process adequate. Review the Financial Regulations when necessary.	
Reporting & auditing	Information Communication Compliance	L L	A monitoring statement is produced regularly at each Council meeting, which is distributed, discussed and approved. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments made balanced against the bank. Council should regularly audit internally.	Existing communication processes adequate.	
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect Invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L L	The Council has Financial Regulations, which set out the requirements. At each Council meeting the list of invoices awaiting approval is distributed to all Councillors, and questioned. One Councillor is nominated to check each invoice against the cheque book and associated paperwork and initials the invoice. Council approves the list of requests for payment. Unpaid invoices to the Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance.	Existing process adequate.	
Grants & support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure to go through the required Council process of approval and minuted and listed accordingly.	Existing process adequate.	
Grants - receivable	Receipts of Grant	L	The Parish Council has received grants from the community fund. These are dealt with in accordance with financial procedures. Money received from grants are used for the correct purposes.	Existing process adequate.	

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Charges - rentals payable	Payments of charges, leased, rentals	L	The Parish Council has use of the hall on which it receives invoices payable for the rental amounts, which are entered into the normal payment system for authorisation.	Existing process adequate.	
Charges - rentals receivable	Receipt of rental Insurance implication	L L L	Allotments & Garages - The Parish Council agrees in advance each year the fee for the rental of the Allotments & Garages. The Clerk issues an agreement for usage and a monitoring form along with the invoice. Both parties sign the agreement and the Parish Council copy is held in Parish Council records. The cheque is received and banked for the Allotments; The garages are paid on a monthly direct debit. The Parish Council is notified accordingly.	Existing process adequate. Review agreement and fees annually. Ensure payment received.	
Best value Accountability	Work awarded incorrectly Overspend on services	L M	The Council has Financial Regulation's, which set out the requirements. Normal Parish Council practice is to seek more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing process adequate.	
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	There is only one employee – the Clerk. The Clerk does not keep a time sheet and has a contract of employment and job description. The payroll is dealt with by the chair who uses HMRC software.	Existing appointment and payment system is adequate.	
Councillor allowances	Councillor overpayments Income tax deduction	negative	No allowances are allocated to Parish Councillors	No procedure required.	
Grants and support	Power to pay Authorisation of Council to pay	L L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing system adequate. S137 rules available online at: http://www.legislation.gov.uk/ukpga/1972/70/section/137	

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Election costs	Risk of cost from an election	L	When an election is due the Clerk will obtain an estimate of costs from the Borough Council for a full election and an uncontested election. There are no measures, which can be adopted to minimise the risk of having a contested election, as this is a democratic process and should not be stifled.	Existing process adequate.	
VAT	Re-claiming/ charging	L	The Council has Financial Regulations within the Standing Orders, which set out the requirements.	Existing process adequate.	
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff	M	As good practice, the Council should ensure Employee Guidelines are followed/reviewed.	Existing process adequate. Purchase revised books, membership of the SLCC/ training. Monitor working conditions, safety requirements and fidelity insurance regularly. Continuity plan to be drawn up.	Clerk/Chair/Vice Chair
		L	Refer to Continuity Plan should be made in case of loss of key personnel.		
		L	Fidelity Guarantee insurance guides to be adhered to with regards to Fraud.		
		L	The Clerk should have opportunity for training, reference books and online resources, access to assistance and legal advice required to undertake the role.		
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used.	Power minuted.	Minute power.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to the Chair should be offered.	Councillor and Chair training
		M	The Chair should manage business conducted at Council meetings.		
Members interests	Conflict of interest Register of Members interests not being up-to-date	L M	The declaring of interests by members at a meeting should become a more regular and obvious process. Members must register online and keep their records updated accordingly.	Members take responsibility to check and update their Register online at: https://roi.cmis.uk.com/Questions/ROIListByGroup/1	Councillor training Update Registers
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before policy renewal) of all insurance arrangements. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place.	Existing procedure adequate. Review compliance.	Annual review.
GDPR	Policy Provision	L	The Council is compliant with the GDPR regulations and the policy is available on the website.	Renew registration annually.	Registration renewed annually. Policy reviewed annually.

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Freedom of Information Act	Policy Provision	L M	The Council's policy is available on the Parish Council website. There have been no requests for information to date, Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections.	Monitor and report any requests made under the Freedom of Information Act. Ongoing.	
Internal Controls and Internal Audit	Financial procedures not being carried out correctly – procedures not being followed		A designated councillor to undertake an internal control review and the scope of the internal audit to be reviewed on an annual basis.	Internal control documents to be reviewed annually and minuted. Scope of internal audit to be reviewed annually and minuted.	Parish Council/minuted by clerk

PHYSICAL EQUIPMENT OR AREAS					
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise	Action/By
Assets	Loss or Damage	L	An annual review of assets is undertaken for the External Auditor annually.	Existing process adequate.	
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk/damage to third Parties	L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorized in accordance with procedures. All assets are insured and reviewed annually.	Existing process adequate. Ensure annual inspections are carried out.	
Notice boards	Risk/damage/injury to third parties Road side safety	L L	The Parish Council has two notice boards sited around the village. All locations have approval by relevant parties. All notice boards have insurance cover, inspected regularly and any repairs/maintenance requirements brought to the attention of the Parish Council. Keys are held by the Clerk. The Clerk is mindful of roadside safety when at the notice board.	Existing process adequate. Spare key held by the Chair.	
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for its wayside seats, flower planters and boundary signs around the village. No formalised programme of inspections is carried out, all faults of damage or faults are reported to Council dealt with.	Existing process adequate. Suggest an inventory of wayside seats be formed and reviewed.	

Land areas	Risk/damage/injury to third parties	L	The Parish Council has pockets of land, which are used for Allotments and are maintained by the holders.	Existing process adequate.	
Meeting location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at Village Hall in one room. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspect.	Existing location adequate.	

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Council records - paper	Loss through theft/fire/damage	L	Most of the Parish Council records are stored in the Village Hall. Records include historical correspondence, minute books and copies, deeds and leases for land or property, records such as personnel, insurance, salaries etc. Recent materials and working documents are stored at the home of the Clerk.		
Council records - electronic	Loss through theft/fire/damage/ computer corruption	L	The Parish Council's electronic records are stored on the Clerks computer. Back-ups of the files are taken at regular intervals and supplied to the Chair for safekeeping.	Existing process adequate.	

Activities					
Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise	Action/By	
Village Maintenance Work Parties	L	At times throughout the year the Parish Council invite members of the Parish to form in work parties to undertake regular village maintenance work, e.g. litter pick, mardle tidy and clean-up of Heath. Specific risk assessments will be undertaken for these projects	Risk assessment will be drawn up by members organizing the event.		