

CHERHILL PARISH COUNCIL

Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Cherhill Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its statutory duties	L	To determine the precept amount required, the Council regularly updates budget information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year. 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 Wiltshire Council.	Existing procedures ensure that an accurate precept is requested

			The figure is submitted by the Clerk in writing	
Financial Records	Inadequate records	L	The Council has Financial Regulations which set out the requirements	Annual Review of Financial Regulations undertaken
	Financial irregularities	L	The Council has Financial Regulations which set out the requirements	Existing procedures meet requirements
Bank and banking	Lack of control over banking/ procedures/checks	L	The Council has Financial Regulations which set out banking requirements, including reports presented at Parish Council meetings	Existing procedures ensure that banking controls are followed
Reporting and auditing	Inadequate reporting or information communication	L	Financial reporting is a monthly agenda item (Accounts). Members have the opportunity to discuss, question, review financial matters during the monthly Parish Council meeting	Relevant procedures in place
Grants	Inappropriate receipt of grants	L	Grant applications/procedures are followed and decisions shared with council members as and when relevant	Relevant procedures in place
Best value accountability	Work awarded Incorrectly	L	Financial Regulations followed. Quotations/estimates obtained where required	Existing procedure adequate

	Overspend on services	M	Financial controls to be undertaken and monitored. Procurement procedures to be followed	Ensure procedures are included in Financial regulations
Salaries and associated costs	Salary paid incorrectly	L	Contract of Employment in place for Clerk. Annual review of salaries to be undertaken before annual Precept is agreed. Payroll contactor used for NI and PAYE	Existing procedures cover all Risks.
	Unpaid Tax/NI due to Inland Revenue.	L	Annual returns completed online within the required timescale	HM Revenue and Customs controls and checks
Employees	Fraud by staff	L	Financial regulations invoked and monitored	Existing procedures meet requirements
	Health and safety	L	Health & Safety Policy in place and regular monitoring of health and safety requirements. Employment insurance cover monitored annually	
VAT	Incorrect reclaiming/charging	L	The Council has Financial Regulations which set out the procedures to be followed. Reporting to council of VAT recovered	Existing procedures meet requirements

External Audit Annual Return	Failure to submit financial documentation within required time limits	L	Annual Return completed and submitted to internal auditor for completion and relevant checks. The Clerk to ensure that further requests from the auditor are responded to promptly and reported to the full Council	Existing procedures meet requirements
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved/approved at full Council Meetings. Control presented through monthly finance reports	Existing procedures meet requirements
Minutes/agendas/notices/statutory documents`	Failure to adhere to statutory procedures and best practice	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are consecutively numbered with each individual page initialled by the chair and the final page signed and dated by the chair. Agenda displayed according to legal requirements. Procedures and practice outlined in Standing Orders and Code of Conduct. Business conducted at Council meetings managed by the Chair. Members adhere to Standing Orders and Code of Conduct	Existing procedures meet legal requirements

Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings	Existing procedures adequate
		M	Register of members' interests forms reviewed regularly and passed on to the local authority	Members take responsibility to update register when required
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken of all insurance arrangements to include: <ul style="list-style-type: none"> • Employers and Employee liabilities • Public Liability • Assets and Equipment 	Existing procedure adequate. Insurance reviewed annually
Data protection	Non-compliance with GDPR	L	Data Protection Policy in place. Data Breach Policy in place	Existing procedures adequate
Freedom of Information	Lack of transparency	L	The Council has a Publication Scheme in place	Existing procedures adequate

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Assets	Loss or damage to assets	L	Normal husbandry and safeguarding measures in place. Asset register is maintained and reviewed annually, adequate insurance in place	Existing procedures meet requirements
Maintenance	Poor performance of assets or amenities. Risk to health and safety to the general public.	L L	All assets owned by the Parish Council are regularly inspected, reviewed and maintained. All repairs and relevant expenditure relating to repairs are actioned/authorised in accordance with the procedures of the Parish Council An annual inspection of play equipment is carried out by a qualified third party to comply with RoSPA requirements. Reported faults/damage are dealt with promptly under the Clerk's delegated responsibilities. Assets are insured	Existing procedures meet requirements
Defibrillators	Neglect/deterioration	M	Routine inspection and maintenance regime in place. Access codes for maintenance lodged in multiple locations	Existing procedures adequate

Notice Board	Risk of damage	L	The Parish Council has several notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with Council procedures	Existing procedures meet requirements
Meeting locations	Health & Safety	L	The Parish Council meeting is held in venues considered to have appropriate facilities for the Clerk, members and the general public. The venues are accessible by wheelchair users	Venue meets requirements
Council records – paper	Loss through: Theft, fire damage	L	The Parish Council records are stored at the home of the Clerk/RFO. Records include historical correspondence, minutes, insurance policy and information and bank records.	Damage (apart from fire) and theft is unlikely and so provision meets the expected requirements
		M	Members' declarations of interests are retained online by Wiltshire Council.	
		L	All documents are kept secure	

Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Council laptop held with the Clerk/RFO at her home. Back-ups of electronic data are made at regular intervals	Existing procedures meet requirements
Website	Loss of service or content	L	The website hosting service operates a monitored system using multiple servers with redundancy and regular back-ups. An automated software regime is in place at Council level to back-up website content. Access codes to the authoring software are shared between multiple councillors	Existing procedures adequate