

Bosbury and Coddington Parish Council

Risk Assessment Schedule

Adopted 26th May 2016

Reviewed 24th May 2018

Reviewed 16th May 2019

Definition of Risk Management

Risk is the threat that an event or action will adversely affect the Parish Council's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

The Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

The following are the identified areas of risk. There is a separate Risk Management policy to be referred to as appropriate.

| Management | | | | | |
|----------------------------|---|------------------|--|--|--------------------|
| Subject | Risks identified | H/M /L | Management/Control of Risk | Review/Assess/ Revise | Last Review |
| Business Continuity | Council not being able to continue its business due to an unexpected or tragic circumstance | L | All files and recent records are kept at the clerk's home. There are automatic back ups to backup discs at the clerk's home, and the clerk makes regular back ups of files to memory sticks held in the clerk's garage. In the event of the clerk being indisposed the Chairman to contact HALC for advice | Review when necessary. Ensure procedures below are undertaken | May 2019 |
| Meeting Location | Adequacy Health and Safety | L | Meetings are held in Bosbury Village Hall or Coddington Church. The Caretakers hold the keys to access to the building. The premises and facilities are considered to be adequate for the Clerk, Councillors and any public who attend from a health and safety and comfort aspect. | Existing Procedure adequate | May 2019 |
| Council Records | Loss through theft, fire, damage | L | Papers, both current and archived, are held in a filing cabinet at the clerk's home. Active records are mostly held electronically also. | Provision is considered to be adequate. | May 2019 |
| Council Records electronic | Loss through damage, fire, corruption of computer | M | The Parish Council's electronic records are stored on the clerk's computer. See Business Continuity above. | Existing procedure adequate | May 2019 |
| Finance | | | | | |
| Precept | Adequacy of precept | M | Sound budgeting to underlie annual precept. The Parish Council receives monthly budget update information and detailed budgets in the late autumn. The precept is an agenda item at the November meeting. | Existing procedure adequate | May 2019 |
| Insurance | Adequacy Cost Compliance Fidelity Guarantee | L L L M | An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement | Existing procedure adequate Review provision and compliance annually | May 2019 |
| Banking | Inadequate checks | L | The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts | Existing procedures adequate Review Financial Regulations as necessary | May 2019 |
| Cash | Loss through theft or dishonesty | L | The Council has no petty cash or float. Any cash transactions made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice. | Existing procedures adequate | May 2019 |

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| Financial controls and records | Inadequate checks | L | Quarterly reconciliation prepared by RFO and checked by the Chair of the Parish Council. Two signatories on cheques. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. | Existing procedures adequate | May 2019 |
| Freedom of Information Act | Policy Provision | L M | The Council has a model publication scheme for Local Councils in place. The 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 over 15 hours. However the request can be resubmitted, broken down into sections, thus negating the payment of a fee. | Monitor and report any impacts made under Freedom of Information Act | May 2019 |
| Election Costs | Risk of election cost | M | Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs. | Include in financial statement when setting precept | May 2019 |
| VAT | Re-claiming | L | HMRC has a standard form and procedures for re-claiming VAT. | Existing procedures adequate | May 2019 |
| Annual return | Not submitted within time limits | L | The Clerk is responsible to ensure the accounts are submitted to the internal auditor, that the Annual return is completed and signed by the Council, then sent on to the External Auditor within time limit. | Existing procedures adequate | May 2019 |
| Assets | | | | | |
| Street Furniture and other items | Damage to benches, signs etc | L | An asset register is kept up to date and insurance is held at the appropriate level. Regular checks should be made on all equipment by members of the Parish Council. | Existing procedures adequate | May 2019 |
| Liabilities | | | | | |
| Legal Powers and legal liability | Illegal activity or payments | M | All activity and payments made within the powers of the Parish Council (not ultra vires) are to be resolved and clearly minuted. Clerk to clarify legal position on proposals and to seek advice if necessary | Existing procedures adequate | May 2019 |
| | Working Parties taking decisions | L | Ensure they have clear terms of reference. | Monitor | |
| Minutes/ Agendas/ Statutory Documents | Accuracy and legality Non compliance with statutory requirements | L | Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings is managed by the Chairman. Standing Orders are reviewed annually | Existing procedures adequate | May 2019 |
| Public Liability | Risk to third party, property or individuals | M | Insurance is in place. Risk assessment of any individual event undertaken | Existing procedures adequate | May 2019 |
| Employees and Contractors | | | | | |
| Clerk | Loss of clerk | M | A contingency fund should be established to enable training and induction in the event of the clerk resigning. | Consider when setting next precept | May 2019 |
| | Fraud | L | The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal advice through membership of SLCC/HALC | | |
| | Actions undertaken | L | Clerk as RFO to make quarterly payments to HMRC and report at next meeting | Monitor working conditions | |
| | Clerk's Salary and PAYE | M | | Existing procedures adequate | |

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| Employer Liability | Non compliance with employment law | L | Undertake adequate training and seek advice from HALC. Review Clerk's contract annually | Existing procedures adequate. | May 2019 |
| Contractors | Non-compliance with terms of contract | L | Review contracts annually | Existing procedures adequate | May 2019 |
| Member's Responsibilities | | | | | |
| Members Interests | Conflict of interest Register of members Interests | M L | Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis. | Need to consider new regulations with reference to Standards and Register of Interests. | May 2019 |