

BC & S PARISH COUNCIL

RISK ASSESSMENT

Definition of Risk Management :

Risk is the threat that an event or action will adversely affect an organisation'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 services delivery arrangements.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

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. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused 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

MANAGEMENT

Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files & recent records (paper & electronic) are kept with the Clerk. Files are saved to exterior hard drive	Review when necessary. Ensure procedures below are undertaken
Meeting Location	Adequacy Health & Safety	L	Meetings are usually held at the Village Hall or by Zoom meeting. The bookings for the meeting are made annually, with the Chairman opening the hall. All premises & facilities are considered satisfactory from	Existing procedure adequate. Annual review of Risk Assessment. Until it is lawful and safe to do so, all meetings will be held via Zoom

				H & S, accessibility & comfort aspects for clerk, Cllrs and public who attend. A H & S notice is provided by the Church Hall Trust. Because of the COVID pandemic, until April 7th 2021 all meetings were held via the internet.	
Parish Office	H & S, Working Alone, Trips & Falls	L		Parish Clerk works from home. Parish insurance covers Clerk for Council equipment. Parish paperwork is securely housed. Papers, both current and archived, will be held at the Clerk's home address in a lockable environment.	Annual review of Risk Assessment. Damage or theft is unlikely all provisions are taken to prevent this risk.
Council Records	Loss through theft, fire or damage	L			

Council Records Electronic	Loss through damage, hacking or stolen computer, or usb/ external storage	M		All online documents are stored on the Clerks hard drive, which is encrypted. The files are also backed up on an exterior hard drive that is not kept with the pc. The clerk and Chairman hold passwords. Volunteers are to sign a Council-prepared contract on volunteering for the council	Regular Review. Existing procedures adequate
Volunteers	Injury and damage	M			

FINANCE

Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council monitor budget information with detailed budgets prepared in late Autumn/ early Winter. The Council have two months to consider the budget before finalising in January. An annual review is undertaken of insurance in place.	Existing procedures adequate.
Insurance	Adequate Compliance Fidelity	L L L	Employer's Liability, Public Liability and Fidelity Guarantee	Existing procedures adequate. Review provision and

	Cost	L	are a statutory requirement	compliance annually.
Banking	Guaranteee Inadequate checks	L	The Council has Financial Regulations which set out requirements for banking, cheques and internal audit.	Existing procedures adequate. Review Financial Regulations as necessary.
Cash	Loss through theft or dishonesty	L	No petty cash is kept. Quarterly reconciliation prepared by the RFO and checked by the Chairman. All payments must be detailed in the Financial Reports presented to Council. Chair and Clerk have delegated authority to pay invoices prior to meeting approval. Chairman and 1 Cllr countersign	Existing procedures adequate. Annual review of Financial Regulations.
Clerk	Loss of Clerk	M	In the event of the Clerk resigning, the council will employ a locum clerk to cover interim. If clerk becomes long term sick, keyman cover is in place	Membership of SALC Monitoring working conditions.
	Fraud	L	The requirements of Fidelity Guarantee insurance must be adhered to.	Keyman insurance cover in place Existing procedures adequate.
	Actions undertaken	L	Internal procedures in place. Clerk should be provided with relevant training, reference books, access to assistance and legal advice.	
	Salary paid	L	The SALC payroll service administer the Payroll Monthly payslips authorised by SALC are countersigned by the Chair/ Vice Chair	
Payroll	Breach of employment laws including NI & Tax	L	Payroll is not in house, administered by SALC SALC provide employment law updates	Annual Audit carried out by Internal Auditor
Election Costs	Risk of Election cost	M	Risk in an election year. Council have earmarked the sum of £1000 to cover election costs. There are no measures	Existing procedures Adequate.

	Risk of election to fill a casual vacancy	M	which can be adopted to minimise the risk of having a contested election. Cost of the election would be met from reserves.	Consideration of increase in budget to allow contingency.
VAT	Re-claiming/charging	L	The Council has financial regulations which set out the requirements. VAT recovered annually.	Existing procedures adequate.
Annual Governance and Accountability Return (AGAR)	Not submitted within the time limit	L	AGAR is completed and signed by the Council and the Internal Auditor. It is then checked and sent on to the External Auditor within the time limit.	Existing procedures adequate.

ASSETS

Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise
Street furniture and office equipment	Damaged street furniture	L	An Asset Register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by the Clerk.	Existing procedures adequate.

LIABILITY

Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise
Legal powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council are approved and clearly minuted.	Existing procedures adequate.
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 the next meeting or during the COVID pandemic the Chair is authorised to sign outside the meeting unless there is a resolution made to defer approval until the following meeting Minutes and agendas are displayed	Existing procedures adequate. Undertake adequate training
				Members to adhere to Code of

				according to legal requirements. Business conducted at Council meetings should be managed by the Chair according to Standing Orders	Conduct and Standing Orders.
Public Liability	Risk to third party, property or individuals	L		Insurance is in place. Risk Assessment of any individual event undertaken	Existing procedures adequate.
Employer Liability	Non-compliance with employment law	L		Undertaken ongoing training to ensure Clerk is aware of current legislation. Seek advice from Council's insurance company where required. Employer's Liability in place.	Existing procedures adequate.
Employee Liability	Causing injury (damage) to employer's property	L		Insurance cover in place.	
Councillor Liability	Causing injury (damage to Councillors)			Insurance cover in place.	
Legal Liability	Legality of activities	L		Clerk to clarify legal position on proposals and to seek advice if necessary.	Existing procedures adequate.
	Proper and timely reporting via minutes	L		Council always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting.	Existing procedures adequate
Freedom of Information and Data Protection	Proper document control	L		Documents are scanned into council files and retained	Existing procedures adequate
	Loss or inappropriate use of data leading to damage to cllrs, staff, public and loss of PC's reputation	M-H		A model publication scheme Privacy Data Notices Privacy Policy Data Protection Policy	Adherence to GDPR Regular policy reviews.

COUNCILLORS' PROPRIETY

Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise
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Members Interest	Conflict of Interest	M	Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting. Annually, each councillor is required to sign Declaration of Interests to confirm it is still current. New Members to complete Declaration of Interest form within 21 days	Existing procedures adequate.
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COUNCIL REPUTATION

Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise
Councillors and staff	Bringing the Council into disrepute	M	Councillors understand and receive training on the Code of Conduct. A professional approach is undertaken on Parish Council matters.	Not all Councillors have received training. Members to identify any training needs.
Grass Cutting	Damage to property, or to persons	M-H	Grass cutting is undertaken for the Council by a third party. Clerk to check third party has all the relevant up to date insurance documents, Public Liability cover to £10 million and has signed a council prepared contract.	Existing procedures adequate. All documents seen and copies taken for file.

RELEVANT DOCUMENTATION

Standing Orders	Disability & Equality Act 2010
Financial Regulations	Employment Rights Act 1996
Code of Conduct	Data Protection Act 2018
Disability Discrimination Act 1995	Local Government Act 1972
Audit Commission Act 1998	Local Government Act 2000
Local Government & Rating Act 1997	Local Government Act 2003
Local Audit and Accountability Act 2014	Localism Act 2011
Volunteering Policy	Lone Working Policy

Risk Assessment

1. Purpose

To provide guidance to the Council to enable them to control risks associated with their activities.

2. Scope

This procedure applies to all notified risks of West Row Parish Council.

3. Definitions

A. Risk - A risk is the likelihood that the potential for harm or loss posed by a hazard will materialise

B. Hazard - A hazard is a condition in the parish, equipment, article, substance, machine, installation or situation that has the potential to cause harm or loss or both.

C. Control Measures - Precautionary measures that reduce or eliminate the risk.

D. Competent Person - A person who, by reason of their training, knowledge, and experience, is considered capable of adequately assessing the health and safety risks associated with the operation being carried out.

E. Residual risk - The risk that remains after all the identified control measures have been put into place.

4. Method

The Parish Council should follow the general principles of prevention:

4.1 If possible avoid risk altogether

4.2 Evaluate the risks which cannot be avoided

4.3 Combat risks at source

4.4 Take advantage of technological and technical progress for improving working methods and making them safe

4.5 Replacing the dangerous by the non-dangerous or the less dangerous

4.6 Give appropriate instruction to Councillors and contractors.

Date of review : January 2024

Next review: January/ Feb 2025