

PUXTON PARISH COUNCIL – RISK ASSESSMENT SCHEDULE

Definition of Risk Management Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives and 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. 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 areas to be reviewed : Identify what the risks maybe : Evaluate management and control of risk and record findings : Review, assess and revise as necessary

FINANCIAL AND MANAGEMENT

Subject	Risk Identified	H/M/L	Management/control of risk	Review/assess/revise
Business Continuity	Council not being able to continue business due to tragic or unexpected circumstance	M	Flies and records are kept at the clerk's house. In the event of the clerk not being able to attend the meeting these are brought by one of the councillors who stands in for the clerk and minutes written	Review as necessary
Insurance	Adequacy	L	Annual review of policy undertaken prior to renewal	Review cover annually
	Cost	L	Employer and employee liability is essential	Review compliance annually
	Compliance	L	Ensure Compliance processes are in place	
Council Records	Loss through theft, Fire and Damage	L	Papers are securely stored at the clerk's home	Provision is considered adequate
Councils electronic Records	Loss through damage, fire or corruption of Computer	M	Records are stored on a computer that was purchased for the clerk. Back up files are kept on a USB stick and on Microsoft One Cloud	Existing procedure is adequate
Precept	Adequacy of precept	M	Sound budgetary to back up the council's annual budget Precept is an agenda item at the December meeting	Monthly budget update to the council
Banking	Inadequate checks	L	Council's financial regulations set out the requirements for Banking and cheque reconciliations	Existing procedure is adequate
Cash	Loss through theft or dishonesty	L	Council has no petty cash or float. Transactions by the clerk are backed by receipts and reimbursed monthly.	Existing procedure is adequate
Financial controls and records	Inadequate checks	L	Monthly reconciliations. 2 Signatures on each cheque, initialled cheque stub and initialled invoices to validate the amount being spent. All financial commitments must be agreed by councillors before payment. Payments must be noted as such at the time of authorisation and so recorded at that time.	Existing procedure is adequate

Clerk	Loss of Clerk	L	Clerk should be provided with appropriate training, reference books and access to legal advice	Membership of ALCA Monitor Working conditions
Election costs	Risks of an election	M	Risk is higher in an election year. No factors to mitigate this risk	Include in budget when it is election year
Claiming VAT	Reclaiming VAT in timely manner	L	The council has procedures for claiming VAT	Existing procedure is adequate
Annual return	Not submitted within the limit	L	Annual return completed and signed by the council, submitted to the internal auditor for completion. Checked and sent on to the external auditors as required and published as legally required.	Existing procedure is adequate
Minutes, agendas and standing documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed off at the next meeting. Minutes and agendas are displayed according to legal requirements.	Existing procedure is adequate. Undertake training of chair if Needed.
	Non Compliance with Statutory requirements	L	Business conducted at the council is managed by the chairman	Ensure councillors adhere to the code of conduct.
Public Liability	Risk to third party property or individuals	M	Insurance is in place, risk assessments of individual events is undertaken	Existing procedure is adequate
Employers liability	Non Compliance with employment law	L	Undertake training and seek advice when needed.	Existing procedure is Adequate
Legal liability	Legality of activities	M	Clerk clarifies legal position and takes advice when needed Council receives and agrees minutes at monthly meetings	Existing procedures are Adequate
	Proper and timely reporting via minutes	L	Retention of documents policy in place	
	Proper document control	L		
Members interests	Conflict of interests	M	Councillors declare any interest at the start of the meeting and it is so recorded in the minutes of the meeting. Register of interests forms reviewed annually	Existing procedure is adequate. Members let clerk know of changes
		M		
Assets	Loss or damage/risk/damage to third parties or to property	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 members of the council.	Existing procedure is adequate.
Maintenance	Poor performance of assets or amenities. Loss of income or Performance Risk to third parties	L	All assets owned by the Parish Council are regularly reviewed and maintained.	Existing procedure is adequate.
		L	All repairs and relevant expenditure for these repairs are authorised in accordance with Parish council procedures.	
		L	All assets are insured annually	

Notice Boards	Risk / damage/ injury to third parties road side safety	L	Parish Council has one notice board and use of one at the Village Hall. Each is regularly visited by the chair who holds the keys.	Existing procedure is adequate.
Planters	Risk / damage/ injury to third parties road side safety	L	No inspection process is in place but members of the public and councillors can report issues to the clerk for actioning.	Existing procedure is adequate.

Risk Assessment Schedule

Risk	Frequency	Date last reviewed
Parish Council Insurance including Public and employers liability - Money and fidelity guarantee - Personal Accident	Annually	
Asset Inspection	Annually	
Financial Matters Including Banking arrangements - Insurance providers - VAT - Budget agreed, Monitored and reported - Precept requested - Payment approval procedure. Bank Reconciliation overseen by chairman	Annually Ongoing	
Clerks salary reviewed and documented - Internal Audit - External audit - Internal check of financial procedures	Annually	
Administration Minutes properly numbered - Asset register updated - Financial regulations reviewed - Standing orders reviewed - Computer Backup done	Ongoing	
Employers responsibilities Contract of employment in place Contractors indemnity insurance - Written arrangements with contractors	Annually Ongoing	
Members responsibilities Code of conduct, Register of interests, Register of gifts and hospitality up to date - Declarations of Interests minuted	Ongoing	

The information given above was agreed on and will be agreed annually by Puxton Parish Council

Signed - Chair:

Dated

Signed - Clerk:

Dated