

EASTON ROYAL 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, in so far as is practically possible.

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.

Subject	Risk(s) identified	H/M/L	Management/control of risk	Review/Assess/Revise
FINANCIAL AND MANAGEMENT				
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 receives budget update information. At the precept meeting Council receives a report, including actual position and projected costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and which is resolved to be the precept amount to be requested from Wiltshire council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and Banking	Inadequate checks Bank mistakes	L L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation.	Existing procedure adequate. Existing procedure adequate.

Reporting and auditing	Information Communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedure adequate.
Grants	Receipt of grant	L	The Council has Financial Regulations which set out requirements and procedures for receiving grants.	Existing procedure adequate.
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly Overspend on services	L M	The Council has Financial Regulations which set out requirements and procedures for both regular revenue payments and capital items.	Existing procedure adequate. Include when reviewing Financial Regulations
Salaries and associated costs	Salary paid incorrectly Unpaid tax to Inland Revenue	L L	The Council has Financial Regulations which set out requirements and procedures. All salary payments approved by Council.	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles.	Existing procedure adequate. Monitor health and safety requirements and insurance.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online within the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to Internal Auditor for completion and signing then checked and sent to the External Auditor, if necessary, within time frame.	Existing procedure adequate.

Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report at meetings.	Existing procedure adequate.
Minutes/agendas/Notices/Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedure adequate.
		L	Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct.
Members interests	Conflict of interests.	L	Declarations of interest by members at Council meetings.	Existing procedure adequate.
	Register of members interests.	M	Register of members' interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements. Employers and employee liabilities a necessity and within policies.	Existing procedure adequate.
	Cost	L		
	Compliance	L	Ensure compliance measures are in place.	Insurance reviewed annually.
	Fidelity Guarantee	M	Fidelity checks in place.	
Data Protection	Policy provision	M	The Council endeavours to comply with data protection laws.	Review training.
Freedom of Information	Policy	L	The Council will react as necessary to requests.	Monitor any requests under FOI.
	Provision	M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	

PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party property	L L	Annual review of assets is undertaken for insurance provision	Existing procedures adequate.
Maintenance	Poor performance of assets or amenities Unsafe work by contractors	L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair or maintenance is actioned / authorised in accordance with the correct procedures of the Parish Council. Assets are insured. Proper procedures followed in tender documents. Risk assessed prior to work being undertaken.	Existing procedures adequate.
Notice Board	Risk of damage	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Clerk and dealt with in accordance to the correct procedures of the Council.	Existing procedures adequate.
Meeting Locations	Adequacy Health & Safety	L L	The Parish Council meetings are held in the Village Hall, which is considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate.
Council records – papers	Lost through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at her home. Back ups of electronic data are made at regular intervals in the “cloud”. All past and present papers copies are held by the Clerk.	Existing procedures considered adequate.
Website	Compliance	M	The Clerk ensures content is updated regularly and endeavours to adhere to the legal requirements regarding accessibility.	Existing procedures considered adequate.