

Totternhoe 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 Totternhoe 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 receives budget update information monthly prior to each meeting. At the budget/precept meeting held in January, the Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings. 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 Central Bedfordshire Council. The figure is submitted by the Clerk in writing	Existing procedure adequate

			The Clerk informs the Council when the monies are received.	
Business Continuity	Council not being able to continue its business due to an un-expected tragic circumstance	L	All recent files and records are kept at the Clerk's home. In the event of the Clerk not being able to attend the meeting, one of the councillors will stand in and take the minutes.	Review when necessary
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 annually
Bank and Banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation	Existing procedure adequate
Reporting and Auditing	Information Communication	L	Financial information is a regular agenda item (Finance Report) and reviewed and approved at each meeting.	Existing procedures adequate
Grants	Failure to Understand, Seek, Secure and Spend Grants	L	Regular financial reporting to the Parish Council by the Clerk	Existing procedures adequate
Election Costs	Risks of an Election	M	Risk is higher in an election year. Annual budget includes election costs.	Existing procedure adequate
Charges - Rents Receivable	Payment of Rents	L	The Parish Council collects allotment and grazing land rents in October	Existing procedure adequate

			each year. Allotment and land grazing holders have signed agreements.	
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 using S137 powers of expenditure	Existing procedure adequate
Best Value Accountability	Work Awarded Incorrectly Overspend on services	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council	Existing procedure adequate Include when reviewing Financial regulations
Salaries and Associated Costs	Salary Paid Incorrectly. Unpaid Tax to Inland Revenue	L	Payroll administration and HMRC reporting is outsourced.	Existing procedures 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 procedures adequate Monitor health and safety requirements and insurance annually
VAT	Reclaiming	L	The Council has Financial	Existing procedures

			Regulations which set out the requirements.	adequate
Annual Return	Submit within Time Limits	L	The Annual Return is completed and submitted with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and then checked and sent to External Auditor within time frame.	Existing procedures adequate
Legal Powers	Illegal Activity or Payments	L	All activity and payments are to be within the powers of the Parish Council as identified by the Clerk	Existing procedures 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 procedures adequate.
	Business Conduct	L	Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair	Members adhere to Code of Conduct
Members Interests	Conflict of Interests	L	Councillors declare any interest at the start of the meeting and it is so recorded in the meeting's minutes.	Existing procedures adequate
Insurance	Adequacy Cost	L L	An annual review is undertaken of all insurance arrangements. Employers	Existing procedure adequate.

	Compliance Fidelity Guarantee	L M	and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Insurance reviewed annually.
Data Protection	Policy Provision	L	The Parish Council adheres to data protection regulations as directed by the Clerk.	Existing procedures adequate
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. 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	Monitor any requests made under FOI

PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or Damage Risk/damage to Third Party (ies) Property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor Performance of Assets or Amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Play Equipment	Risk of Damage Health & Safety Regular Inspections Repairs	M M	Any reports of damage and faults must be reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. Regular reviews of the equipment must be undertaken and any damage or faults dealt with in accordance with the correct procedures of the Council. Annual inspection undertaken by ROSPA approved company.	
Planters	Risk/Damage/Injury to Third Parties/Road Side Safety	L	The planters are inspected when planted twice a year.	Existing procedures adequate
Meeting Locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have	Existing procedures adequate

			appropriate facilities for the Clerk, members and the general public.	
Council Records – Paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk and in The Memorial Hall. Records include historical correspondences, minutes, insurance, bank records. The archive documents are stored in a lockable location in cabinets	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council Records – Electronic	Loss through: Theft, Fire Damage or Corruption of Computer	L M	The Parish Council electronic records are stored on a USB stick held with the Clerk at her home. Back ups of electronic data to OneDrive is made at regular intervals	Existing procedures considered adequate

Adopted by the Totternhoe Parish Council:

Date: 20.07.21