

BIBURY 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 Bibury 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 regularly receives budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year. 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 Durham County Council. The figure is submitted by the Clerk in writing.	Existing procedures ensure that an accurate Precept is requested.
Financial Records	Inadequate records Financial	L	The Council has Financial Regulations which sets out the requirements.	Annual Review of Financial Regulations undertaken.

	irregularities	L		Existing procedures meet requirements.
Bank and banking	Lack of control over banking/ procedures/checks	L L	The Council has Financial Regulations which set out banking requirements, including Monthly reconciliation/reports presented at Parish Council meetings.	Existing procedures ensure that banking controls are followed.
Reporting and auditing	Reporting Information communication	L	Financial reporting is a monthly agenda item (RFO Report). Members have the opportunity to discuss, question, review financial matters during the monthly Parish Council meeting.	Relevant procedures in place.
Grants	Receipt of grants	L	Grant applications/procedures are followed.	Relevant procedures in place
Grants and support payable	Authorisation of Council to pay	L	Grant Policy in place – applications to comply with policy. (General Power of Competence).	Existing procedures meet requirements.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Financial Regulations followed. Quotations/estimates obtained where required. Financial controls to be undertaken and monitored. Procurement procedures to be followed. Following Parish Council approval, where possible, local trades people will be awarded contracts/work.	Relevant procedures are in place.
Salaries and assoc. costs	Salary paid incorrectly.	L	Contract of Employment in place for all employees	Real time PAYE payroll system in place.

	Unpaid Tax/NI to Inland Revenue.	L	Financial Report to Members HM Revenue and Customs REAL TIME procedures followed for NI and PAYE Annual returns completed online within the required timescale	Internal Checks are carried out.
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Finance reports presented. End of Year information reported/internal and external audit controls	Existing procedures meet requirements.
	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles	Regular monitoring of health and safety requirements.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the procedures to be followed. Reporting to council of VAT recovered.	Existing procedures meet requirements
External Audit Annual Return	Submit financial documentation as required within time limits	L	Audit Annual Return completed and signed by the Council, submitted to internal auditor for completion and relevant checks.	Existing procedures meet requirements
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved/approved at full Council Meetings. Control presented through monthly finance reports	Existing procedures meet requirements
Minutes/agendas/ Notices Statutory	Accuracy and legality relating to official	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to	Existing procedures meet legal requirements.

Documents`	business documentation		the legal requirements. Minutes are consecutively numbered, signed and dated by the chair.	Members adhere to Code of Conduct
	Business conduct	L	Agenda displayed according to legal requirements.	
		L	Business conducted at Council meetings should be managed by the Chair	
Members interests	Conflict of interests Register of members interests	L L	Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly and passed on to the local authority.	Existing procedures adequate. Members take responsibility to update register when required.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L	An annual review is undertaken of all insurance arrangements to include: <ul style="list-style-type: none"> • Employers and Employee liabilities • Fidelity • Public Liability • Assets and Equipment 	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy Provision	L	The Council has a Model Publication scheme in place.	Monitor any requests made under FOI
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (ies) property	L	An annual review of assets is undertaken for insurance provision	Existing procedures meet requirements
Play Equipment	Poor performance of	L	Play equipment is regularly inspected,	Existing procedures meet

	assets or amenities. Risk to health and safety to the general public.	L	reviewed and maintained. An annual inspection of play equipment is carried out by a qualified third party to comply with RoSPA requirements. Reported faults/damage are dealt with promptly under the Clerk's delegated responsibilities. Assets are insured.	requirements
Street Furniture	Risk of damage	L	Benches, Noticeboards and bins are checked regularly - any reports of damage or faults are reported to the Parish Council and dealt with in accordance with Council procedures.	Existing procedures meet requirements
Meeting locations	Adequacy Health & Safety	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The venue is compliant with Disability Laws.	Venue meets requirements.
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk/RFO. All documents are kept secure.	Damage (apart from fire) and theft is unlikely and so provision meets the expected requirements..
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Council laptop held with the Clerk/RFO at her home. Back ups of electronic data are made at regular intervals	Existing procedures meet requirements