

CRUDWELL 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 it is practically possible.

This document has been produced to enable Crudwell 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
Clerk unable to carry out duties	Access will be required to Parish laptop and passwords will need to be obtained	M	Passwords have been detailed in a document and posted on Dropbox. Each March parish council meeting , printed copy of passwords to be given to Chair and Vice Chair in sealed envelope. Laptop available from the Clerks residence.	Existing procedures adequate
Security of information	Loss of documents and data which may not be recovered	M	Anti virus protection is enabled and current. Backups are made each time the accounts system is used. Monthly for email and all other documents/info to external harddrive and Cloud storage system.	
Precept	Inadequacy of Precept in order for the Council to carry out its statutory duties	L	To determine the Precept required, the Council regularly received budget update information. At the Precept meeting the Council receives a budget report, including actual and projected position to end of year and indicative figures or costing obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects applies this to specific budget headings, the total of 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 procedures adequate
Financial Records/Controls	Inadequate records Financial Irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate

				Review Financial Regulations when necessary
Bank and Banking	Inadequate checks	L	Payments and receipts to be checked against invoices/receipts and bank statements and anomalies identified. Regular bank reconciliation.	Existing procedure adequate
Loss of cheque book	Failure to pay outstanding bills Fraudulent activity to bank account	L L	Cheque book stored in Clerk's home, taken to Council meetings and Bank to pay in cash. Bank to be informed immediately of loss, no cheques will be cleared after notification without prior approval. Online bank transfer payment facilities exist.	Existing procedure adequate
Loss of cash	Allotment rent, by dishonesty or theft	L	Receipt issued for cash transactions and immediate pay-in made to the bank. Insurance cover for loss by theft and dishonesty is in place.	Existing procedures adequate.
Reporting and auditing	Lack of information and/or clear communication	L	Financial information is a regular agenda items and finance items discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Failure to document receipt of grant	L	Grants to be acknowledged via item in Minutes and by email or post.	Existing procedures adequate.
Charges and rents receivable (allotments)	Failure to declare collection of rents	L	The Parish Council collects annual allotment rents and the Parish Clerk is responsible for invoicing and collection of rents and issuance of receipts. Loss by dishonesty covered by insurance.	Existing procedures adequate.
Grants and support payable	Failure to authorise power to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly.	Existing procedures adequate.
Best value and 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 (i.e. in excess of £1000). For major work competitive tenders would be sought. If problems are encountered with a Contract the Clerk would investigate the situation and report to the Council	Existing procedures adequate.

Salaries and associated costs	Salary paid incorrectly	L	Currently the only salary is for the Clerk which is paid on a monthly basis in accordance with timesheet which is approved by the Parish Council. Information is submitted to an external payroll company, to ensure the Council is complying with current regulations.)	Existing procedures adequate.
	Unpaid tax to Inland Revenue	L	Parish Council to act on advice from external payroll company	Existing procedures adequate.
Employees	Fraud by staff	L	Requirements of insurance adhered to with regards to Fraud.	Existing procedures adequate.
VAT	Failure to reclaim/charge	L	Clerk to monitor and reclaim VAT on a regular basis.	Existing procedures adequate.
Annual Return	Failure to submit within time limits	L	Annual return completed and signed by Council, submitted to internal auditor for completion and signing and then checked and sent to External; Auditor within time frame. Quarterly financial statements and Annual Return for the Internal and External Auditor checked by Councillors.	Existing procedures adequate.
Legal Powers	Illegal activity or payment	L	All activity and payments within the powers of the Council to be resolved and full Council meetings including reference to the power used under the Finance section of agenda and reports.	Existing procedures adequate.
Minutes/agendas/Notices/Statutory Documents	Inaccuracy & legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.	Existing procedures adequate. Members adhere to Code of Conduct
		L	Minutes are approved and signed at the next Council meeting. Final approved Minutes are available to Parishioners upon request and via the Parish Council website.	
		L	Agendas are displayed according to legal requirements.	
		L	Business conducted at Council meetings should be managed by the Chairman	
Members Interests	Conflict of Interests	L	Declaration of Interest by members at Council meetings.	Existing procedures adequate.

	Register of members interest	L	Register of Members Interests forms reviewed regularly.	
Insurance	Adequacy Cost Compliance	L L L	An annual review is taken of all insurance arrangements; employers and employee liabilities a necessity within policies.	Existing procedures adequate. Insurance reviewed annually.
Data Protection	Failure to implement policy Policy Provision	L	Ensure Parish Council is registered with Data Protection Agency	Ensure annual review of registration.
Freedom of Information	Failure to implement Policy provision	L L	To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it would create a number of additional hours work and the Parish Council can request a fee to supplement the extra hours.	Monitor any requests made under FOI

Physical Equipment and Areas				
Assets	Loss or damage Risk or damage to third party (ies) property	L	An annual review of assets is undertaken for insurance provision and any maintenance is duly undertaken.	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 are actioned/authorised in accordance with correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate.
Notice Boards	Risk of damage	L	The Parish Council has no formal inspection procedures in place but any reports of damage and faults are dealt with in accordance of the correct procedures of the Parish Council.	Existing procedures adequate.
Playground	Risk of damage Risk of personal injury	L M	The Parish Council conducts regular checks of the area for general maintenance. Any issues will be emailed to the Clerk for action. Formal inspections are in place.	Existing procedures adequate.
Meeting locations	Inadequacy with regards to health and safety	L	The Parish Council meeting is held at the local Village Hall in Crudwell which is considered to have appropriate facilities for the Clerk, members and general public. Other venues would be given the same consideration.	Existing procedures adequate.
Council records – paper	Loss through theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on a cloud system and external hard drive. Arrangements will be made for regular back ups.	Existing procedures adequate.

Public Injury

	Loss through theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on a cloud system and external hard drive. Arrangements will be made for regular back ups.	Existing procedures adequate.
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This policy will be reviewed on an annual basis at the Crudwell Parish Council meeting held in March of each year.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Created: March 2016

Revised: March 2019

Last adopted: March 2023

Next review: Annually, March Parish Council meeting