

Walesby Parish Council

Risk Assessment Schedule March 2023

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to 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.

Improving risk management

This document has been produced to enable Scamblesby Parish Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to manage risk and this document aims to;

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews assesses and revises procedures as required

Management of risk

Subject	Risk(s) identified	Risk H/ M/L	Management/control of risk	Review/assess/revise
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the clerk's home. The clerk is to make a back up of files on a monthly basis. In the event of the Clerk being indisposed, the Chairman to inform the Parish and to seek further advice	Review when necessary Ensure procedures are followed
Meeting location	Adequacy, health and safety	L	Meetings are held in the local village hall and the key is collected and returned to a member of the Village Hall Committee. If the Clerk is indisposed, the Chairman will obtain the key. The premises are considered to be adequate for the Clerk, Councillors and any member of the public who attend from a health, safety and comfort aspect	Existing procedure adequate
Council Records	Loss through theft, fire or damage	L	Papers to be kept in a locked metal cabinet at the clerks home, or archived as appropriate. Where metal cabinet is not available a back-up is to be made every month.	Damage or theft is unlikely and so provision is adequate
Council Records Electronic	Loss through damage, fire or corruption of computer	M	The Parish Councils electronic records are stored on the Clerks computer. Back-ups to be taken at monthly intervals to external hard drive or memory stick which is to be	Existing procedure is adequate

Subject	Risk(s) identified	Risk H/ M/L	Management/control of risk	Review/assess/revise
			kept securely	
Finance				
Precept	Adequacy of precept	M	Sound budgeting control to underlie annual precept. The Parish Council to monitor expenditure at their regular meetings and to review budget annually prior to setting the Precept which is an agenda item at the end of year meeting	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	Annual review of insurance to take place at meeting prior to renewal. Employers and Public liability cover along with Fidelity Guarantee are a statutory requirement	Existing provision adequate. Review annually prior to renewal
Banking	Inadequate checks	L	The Council has Financial Regulations in place which set out the requirements of banking, cheques and reconciliation of accounts	Existing procedures adequate. To review if required
Cash	Loss through theft or dishonesty	L	The council has no petty cash or float. Any cash transactions are made by the Clerk which are fully receipted and then reimbursed by cheque at the meetings	Existing procedures adequate
Financial controls	Inadequate checks	L	Reconciliation prepared by the Clerk and checked by Councillors at meetings. Two signatories required on cheques along with internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment	Existing provision adequate
Freedom of Information	Policy Provision	L	The council has a model publication in place	Monitor, report and review any requests or impacts made under the Freedom of Information Act
Clerk	Loss of Clerk	M	Contingency funds to be available to provide for advertising the post along with provision for adequate training	Include in financial statement when setting precept
	Fraud	L	The requirements of Fidelity insurance must be adhered to	
	Actions taken	L	Clerk provided with relevant training, reference materials and access to assistance and legal advice	Monitor working conditions Membership of LALC maintained
	Salary paid incorrectly	L	Parish Council review salary on annual basis. Now paid by SO	Include before setting precept
Election costs	Risk of election costs	M	Risks in election year. Sufficient reserves to be built up over next 3 years to fund contested election.	Include in financial statement when setting precept.
VAT	Re-claiming	L	The council have financial regulations which set out the requirements.	Existing procedures adequate.
Annual Return	Not submitted within time limits	L	Annual return is checked by the council, submitted and signed by the internal auditor, This is checked and signed off by the council and sent to the external auditor within time limit.	Existing procedures adequate
Assets				
Parish field	Incorrect rent paid	L	The rent of the field is reviewed on a 3 yearly basis. Consideration is taken of the local rental of pasture land.	Existing procedures adequate
	Tenant terminates tenancy	L	On the termination of the present tenancy legal advice will be sought	

Subject	Risk(s) identified	Risk H/ M/L	Management/control of risk	Review/assess/revise
	Application for allotments	L	and advertising in accordance with the advice at that time. Six written requests need to be received and then suitable action considered by the Council	
Liability				
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting Minutes and Agendas are displayed according to legal requirements Business conducted at Council Meetings is managed by the Chairman.	Existing procedures adequate Training undertaken adequate Members to adhere to Code of Conduct
Public liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessments undertaken as required	Existing procedure adequate
Employer liability	Non compliance with employment law	L	Undertake training as appropriate and seek guidance from LALC	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting of minutes Proper document control	M	Clerk to clarify legal position on proposals and to seek advice if necessary Council always receives and approves minutes at next meeting Retention of document policy in place	Existing procedures adequate Existing procedures adequate Existing procedures adequate
Councillors Propriety				
Members interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of a meeting	Existing procedure adequate
	Register of Members interests	L	Register of Members interests form to be reviewed annually	Members to take responsibility to update the register

Risk assessment was reviewed by:

Scamblesby Parish Council

at a meeting of the Council held on 24 March 2022...

Signed: D Simpson.....(Chair)