FORRABURY & MINSTER Parish Council 1919

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, 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 Forrabury & Minster Parish Council to assess the risks that it faces and satisfy itself that it has adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) indentified	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 monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or 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 applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cornwall Council. The Clerk informs the Council when the monies are received.	Finance Regulations section 4 Precept /Budget Meeting in October/November Precept decision made in December
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Review the Financial regulations when necessary
Bank and banking	Inadequate checks Banks mistakes Online banking	L L L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation Access in emergency passwords etc shall be copied and held in a sealed envelope by the Chairman	Financial Regulations Section 6

Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Standard Agenda item at monthly meeting.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required
Charges-rents receivable	Payment of rents	L	The Parish Council collects Allotment rents in March each year. Allotment holders have signed agreements and rent income reviewed every two years.	Licences and rent reviewed every two years Financial regulations section 13
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.	Financial Regulations section 6, 7,8,9 & 10
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, as per Financial Regulations for 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.	Financial regulations section 5 and section 14. Works specification to be applied
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Clerk uses HMRC PAYE tool, and makes payments to HMRC quarterly. Salaries are paid based on PAYE tool. Staffing meeting in March to ensure salary adjustments can be put in place for April.	Financial Regulations section 11
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Financial Regulations Section 17

VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out The requirements. VAT refunds are claimed annually	Financial Regulation Section 13
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online with 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 External Auditor within time frame.	Financial regulations Section 3
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, under the Finance section of the agenda.	Financial regulations Section 6
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L 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. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Standing Orders Section 3r Standing Orders section 13 Standing Orders section 16b Standing Orders section 3n
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of member's interests' forms reviewed regularly.	Standing Orders Section 14
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Financial Regulations Section 17

Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioner Office	Ensure annual renewal of registration
Freedom of Information	Policy Provision	L M	*The Council has a 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	*Produce Council Publication Scheme* 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 and annual governance return	Financial Regulations Section 16 Standing Orders Section 6
Open Spaces – Castle Site & Playground	Poor performance of assets or amenities	L	Regularly (monthly) inspected by a councillor. Play area has Annual safety inspection by ROSPA	Councillor lead role
Meeting locations	Adequacy	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The council use the Village Hall or the Community and Recreation Centre each has suitable public use standards	Standing Orders Section 3
Speed Signs	Maintaining, moving and data capture	M M	Working at height training and appropriate safety equipment Traffic awareness, safety equipment	
Castle Site Meadow	Safe Access 3rd Party agreements Public safety	H M H	Consider creating a safe route from the Castle Site to the Meadow for inspection and maintenance purposes. We rely on access from third party adjoining properties and this cannot be guaranteed - for instance, permission may be withdrawn for a variety of reasons.	

			Also, erect a sign on that route telling people they enter this wildlife zone at their own risk and that it is not maintained for public safety.	
COUNCIL DOCUMENTATION				
Council records – paper	Loss through: Theft Fire damage	 L M L	The Parish Council current records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance; bank records are stored in a locked room within the Community & Recreation Centre.	Damage (apart from fire) and theft is unlikely and so provision is adequate. Document Retention Schedule in place
Council records – electronic	Loss 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 his home. Backup copies are held on a separate hard drive and recent documentation is held on a Microsoft OneDrive account. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope	Financial Regulations 2 These procedures considered adequate
COMMUNICATION				
Noticeboards,	Out of date information	L	Clerk to ensure all out of date notices are removed from Notice boards when putting in new documents.	4 noticeboards
Website	Inaccurate information	L	Clerk and councillors to review the website regularly for out of date or inaccurate information	Forraburyminsterparishcouncil.org.uk
Facebook	Relevant information	M	Clerk to ensure page has only relevant information posted	Forrabury-Minster-Parish-Council

HEALTH AND SAFETY				
Employees and Councillors	Health and safety	L	All employees/councillors to be provided adequate direction and safety equipment needed to undertake their roles	Staffing review meeting March each Year