ASHWICK

PARISH COUNCIL

ANNUAL RISK ASSESSMENT

Approved by Parish Council on: -

**ASHWICK PARISH COUNCIL ANNUAL RISK ASSESSMENT 2021/22**

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, in so far as is practically possible.

This document has been produced to enable Ashwick Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANICAL AND MANAGEMENT

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| Subject | Risks(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 receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projection 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 Mendip District Council. The figure is submitted by the Clerk in writing. | Existing procedure adequate |
| 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 when necessary. |
| Bank and Banking | Inadequate checks  Banks mistakes | L  L | The Council has Financial Regulations which set out banking requirements.  Quarterly Reconciliation | Existing Procedure adequate  Existing procedure adequate |
| Reporting and auditing | Information communication | L | Quarterly Budget Analysis is given at the end of each quarter to include bank balances and bank reconciliation | Existing procedures adequate |
| Grants | Receipt of Grant | L | Parish Council does not presently receive any regular grants | Procedure would be formed, if required |
| Charges-rents receivable | Payment | L | Parish Council does not presently receive any receivable charges or rents | Procedure would be formed if required |
| 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 on accounts payable schedule | Existing procedure adequate |
| Best value accountability | Work awarded incorrectly  Overspend on services | L  M | Normal Parish Council practice would be to seek 3 quotations for any substantial work to be undertaken. For major work competitive traders 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 assoc. costs | Salary paid incorrectly.  Unpaid Tax to Inland Revenue | L  L | Payroll and all taxation liabilities are to be dealt with by the Clerk. Clerk to ensure payment of all tax liabilities are made. | Existing procedure adequate |
| Employees | Fraud by staff  Health and Safety | L  L | Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.  All employees to be provided adequate direction and safety equipment needed to undertake their roles. | Existing procedure adequate  Monitor Health and Safety requirements and insurance annually. |
| VAT | Reclaiming/Charging | L | The Council has Financial Regulations which sets out the requirements. An annual claim to be made after the end of each Financial Year. | Existing procedure adequate. |
| Annual Return | Submit within time limits | L | Annual Return completed and signed by the Council, submitted to internal auditor for completion and signed, then checked and sent to External Auditor within the time frame. | Existing procedures adequate |
| 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 | Existing procedures adequate |
| Minutes/agendas/Notices  Statutory Notices | 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. Minutes and agendas displayed according to legal requirements.  Business conducted at Council meetings should be managed by the Chair | Existing procedures adequate  Members adhere to Code of Conduct |
| Members Interests | Conflict of interests  Register or members interests | L  M | Declarations of interest by members at Council meetings  Register of members interests forms reviewed regularly | Existing procedures adequate  Members take responsibility to update register |
| 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 | Existing procedure adequate  Insurance reviewed annually |
| Data Protection | Policy Provision | L | The Parish Council is registered with the Information Commissioners Office | Ensure annual renewal of registration |
| Freedom of Information | Policy Provision | L | The Council has a Model Publication scheme in place. To date there has been no request under FOI. | 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 |
| Notice Board | Risk of damage | L | The Parish Council has three notice boards. No formal inspection procedures are in place but any reports of damage and faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council | Existing procedures adequate |
| Meeting Locations | Adequacy  Health and Safety | L  M | The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public | Existing procedures adequate |
| Council records – paper | Loss through  Theft  Fire  Damage | L  M  L | The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. Three years records kept locked at the Clerks home.  Records over three years old will be transferred to the Somerset Record Office in Taunton. | 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 the Council laptop held with the Clerk at his home. Back-ups of electronic data is made at regular intervals, they are also stored on One Drive. | Existing procedures considered adequate. |