

## Shottisham 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.

### 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	<p>To determine the precept amount required, the Council receives calculations of actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk.</p> <p>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 Suffolk District Council.</p> <p>The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.</p>	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	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 Bank's mistakes	L	<p>The Council has Financial Regulations which set out banking requirements</p> <p>Monthly reconciliation</p>	Existing procedure adequate
Grants	Claims procedure Receipt of grant when due	L	Clerk/RFO check as required.	Existing procedure adequate.

Subject	Risk(s) identified	H/M/L	Management/control of risk	Review/Assess/Revise
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 S17 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken.	Existing procedure adequate.
	Overspend on services.	M	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.	Include when reviewing Financial Regulations.
Salaries and associated costs	Salary paid incorrectly.	L	Cheques are written bi-monthly and signed and approved at meeting. Incorrect pay risk is minimal.	Existing procedures adequate
	Unpaid Tax to Inland Revenue.	L	Basic PAYE Tools updated annually in April. Cheque sent off to HMRC bi-monthly using envelopes provided.	Existing procedures adequate
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Fidelity insurance adequate.
	Health and safety	L	All councillors to be provided adequate safety equipment needed to undertake any volunteer roles	Monitor health and safety requirements and insurance annually. Existing procedures adequate
VAT	Reclaiming/charging	L	VAT to be reclaimed will be accrued over the year. VAT return done annually.	Existing procedures adequate

Subject	Risk(s) identified	H/M/L	Management/control of risk	Review/Assess/Revise
Minutes Agendas Notices Statutory Documents'	Accuracy and legality  Business conduct	L	Minutes and agenda are produced in the proscribed manner by the Clerk who ensures the legal requirements are adhered to. 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	Existing procedures adequate  Members adhere to Code of Conduct
Insurance	Adequacy, Cost, Compliance, Fidelity Guarantee	L	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 Data Protection Agency. The data protection register is updated annually.	Existing procedure adequate.

#### PHYSICAL EQUIPMENT OR AREAS

Assets	Loss or damage Risk/damage to third party (ie) property	L	An annual review of assets is undertaken for insurance provision	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 and authorised in accordance with the correct procedures of the Parish Council. Assets are insured	Reports are from users of the play equipment or from the monthly councillor inspection. If damage is reported the repairs are completed quickly. Play area is reviewed annually where RoSPA inspection is conducted. Risk assessment is updated regularly.

Subject	Risk(s) identified	H/M/L	Management/control of risk	Review/Assess/Revise
Meeting locations	Adequacy Health & Safety	L L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, councillors and the general public.	Existing procedures adequate
Council records - paper	Loss through: Theft Fire Damage	L M L	The Parish Council approximate 3 year records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance and bank records.	Existing procedures considered adequate. Damage (apart from fire) is unlikely. Historical minutes and agendas are archived at the Records Office.
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 her home. Back-ups of electronic data are made at regular intervals on an external server, memory stick also updated at regular intervals. Paper copies of minutes and agendas are kept as hard copies and stored for three years before being transferred to the Records Office.	Existing procedures considered adequate

Reviewed March 2023 by Lesley Roberts Parish Clerk