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| Morebath Parish Council Risk Assessment  Reviewed and adopted on 3 May 2021  Reviewed and adopted on 31 May 2022  Reviewed and adopted on 22 May 2023 |

**Notes**

***“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”***

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will

enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the

employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making

sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken

adequate steps to minimise them. In conducting this exercise, the following plan was followed:

Identify the areas to be reviewed.

Identify what the risk may be.

Evaluate the management and control of the risk and record all findings.

Review, assess and revise if required.

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| FINANCE AND MANAGEMENT | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Business  continuity | Risk of 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 makes regular back-ups of files to an external hard drive.  In the event of the Clerk being indisposed the Chairman to contact the Devon Association of Local Councils for advice. | Existing procedures adequate. Review when necessary.  Clerk is making arrangements for files to be stored on a cloud based system. |
| Precept | Adequacy of precept  Requirements not submitted to MDDC  Amount not received by MDDC | L  L  L | The Council reviews the Precept requirement annually at the November meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year.  With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Mid Devon District Council.  This figure is submitted by the Clerk in writing to MDDC.  The Clerk informs Council when the monies are received (end of April). | Existing procedure adequate. |
| Financial records | Inadequate records  Financial irregularities | L  L | The Council has Financial Regulations that set out the requirements. | Existing procedure adequate.  Review the Financial Regulations when necessary. |
| Bank andbanking | Inadequate checks  Bank mistakes  Loss  Charges | L  L  L  L  L | The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts.  The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statements arrive, these are dealt with immediately by informing the bank and awaiting their correction.  The Clerk reviews the Councils banking arrangements regularly. | Existing procedure adequate.  Review the Financial Regulations when necessary and bank signatory list when  necessary, especially after an AGM and an election.  Monitor the bank statements monthly. |
| FINANCE AND MANAGEMENT | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Cash | Loss through theft or dishonesty | L | The Council has Financial Regulations that set out the requirements.  No cash is received.  The Council’s insurance policy has a Fidelity Guarantee. | Existing procedure adequate.  Review the Financial  Regulations when necessary.  Ensure Fidelity Insurance is adequate. |
| Reporting  and auditing | Information communication  Compliance | L  M | A budget monitoring statement is produced before each Council meeting with the agenda and discussed and approved at the meeting.  A full list of payments and receipts and cheques to be signed is provided on the Agenda.  Invoices are checked against the figures on the Agenda by the Chairman in a non Covid situation.  Bank Statements are examined by the Chairman in a non Covid situation.  Council should regularly audit internally to comply with the Fidelity Guarantee. | Existing communication procedures adequate. |
| Direct costs  Overhead expenses  Debts | Goods not supplied but billed  Incorrect invoicing  Cheque payable incorrect  Loss of stock | L  L  L  L | The Council has Financial Regulations that set out the requirements.  The Council has minimal stocks, these are checked and monitored by the Clerk. | Existing procedure adequate.  Review the Financial Regulations when necessary. |
| Grants and support -  payable | Power to pay  Authorisation of Council to pay | L | All such expenditure goes through the required Council process of approval and minuted. Cheque numbers are shown on the Minutes. | Existing procedure adequate. |
| Grants -  receivable | Receipts of Grant | L | Negative. The Parish Council does not receive any grants except for, occasionally grants from the County or District Councillors. | Existing procedures adequate. |
| Charges -  Rentals payable | Payments of leases/rentals | L | Negative. The Parish Council does not currently have any lease or rental agreements. |  |
| Charges -  Rentals receivable | Receipt of rental  Insurance implication | L  L | Negative. The Parish Council does not currently have any lease or rental agreements. | Existing procedure adequate. |
| Best value  Accountability | Work awarded incorrectly  Overspend on services | L  M | As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. | Existing procedure adequate.  Review Financial Regulations regularly. |
| FINANCIAL AND MANAGEMENT | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Salaries and assoc.  costs | Salary paid incorrectly  Wrong hours paid  Wrong rate paid  False employee  Wrong deductions of Tax  Unpaid Tax contributions to the  Inland Revenue | L  L  L  L  L  L | The Parish Council authorises the appointment of its part-time employee at Council meetings when necessary.  Salary rates are assessed annually by the Council and applied on 1st April each year.  Salary is paid by cheque at each meeting for a set number of hours and reported to the Council.  The Tax contributions due are reported to the Council and signed at each meeting.  The Tax is calculated by an independent PAYE practitioner who has the relevant HMRC software.  All Tax payments are submitted in the Inland Revenue Annual Return.  The Clerk has a contract of employment and job description. | Existing appointment and payment system is adequate.  Arrangements are in place for online banking to be set up and all payments made by BACS.  Nominated Councillors to approve the payments after approved at a full Council meeting and to authorise the Clerk to make the payments have been agreed. |
| Clerk/Other workers (voluntary/casual) | Loss of Clerk  Fraud  Actions undertaken  Health & Safety | L  L  L  L | A contingency fund should be established to enable training for the CiLCA qualification in the event of the Clerk resigning.  The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.  The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. | Include in financial statement when setting precept.  Existing procedure adequate.  Purchase reference books where necessary.  Membership of the SLCC.  Monitor working conditions,  safety requirements and insurance regularly. |
| Councillor allowances | Councillors over-paid  Income tax deduction | L | No allowances are allocated to Parish Councillors. | Existing procedure adequate. |
| Election costs | Risk of an election cost | L/M | Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. | Existing procedure adequate. |
| VAT | Re-claiming/charging | L | The Council has Financial Regulations that set out the requirements. | Existing procedure adequate |
| Annual return | Submit within time limits | L | The Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent to the External Auditor within time limit. | Existing procedures adequate. |
| FINANCIAL AND MANAGEMENT | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Legal powers | Illegal activity or payments | L | All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. | All activities and payments Minuted. |
| 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 correspondence, minute books and copies, ownership of property, records such as personnel, insurance, salaries etc. Materials are in a metal filing cabinet (not fire proof). | Damage (apart from fire) and theft is unlikely and so provision adequate.  Deeds/leases copied and deposited off-site. |
| Council records -  electronic | Loss through:  Theft, fire, damage  Corruption of computer | L M | The Parish Council’s electronic records are stored on the Clerk’s computer at the Clerk’s home. Back-ups of the files are taken at regular intervals on to external hard drive. | Existing procedure adequate.  Arrangements being made for files to be stored in a cloud based system. |
| Insurance | Adequacy  Cost  Compliance  Fidelity Guarantee | L  L  L  M | An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.  Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. | Existing procedure adequate.  Review insurance provision  annually.  Review of compliance. |
| Data protection | Policy  Provision | L | The Council is registered with the Data Protection Agency.  Controls are in place regarding GDPR (General Data Protection Regulations). | Ensure annual renewal of  registration. |
| Freedom of  Information Act | Policy  Provision | L  M | The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk’s time. | Monitor and report any impacts of requests made under the FOI Act. |
| Meeting location | Adequacy  Health & Safety | L  M | The Parish Council Meetings are held at Morebath Village Hall.  Parish Council Members have a key to the Village Hall.  The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. | Existing location adequate. |

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| ASSETS | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Street Furniture, Play Area Equipment and Open Spaces | Loss or Damage  Risk/damage to third party(ies)/property | L  L | An asset register is kept up to date and insurance Is held at the appropriate level for all items. Regular checks made of all equipment by Members of the Parish Council. | Existing procedure adequate.  Review insurance requirements annually. |
| Noticeboards | Risk/damage/injury to  third parties  Road side safety | L L | Parish Council has one notice board near the Village Hall. The location has approval by relevant parties, insurance cover, inspected regularly by Councillors - any repairs/maintenance requirements brought to the attention of the Parish Council. | Existing procedure adequate. |
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| LIABILITY | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Legal Powers | Illegal activity or payments | L | All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. | Existing procedure adequate. |
| Minutes/Agendas/  Notices/Statutory  documents | Accuracy and legality  Business conduct | L  L | Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the next Council meeting in a non Covid situation.  Minutes and agenda are displayed according to the legal requirements.  Business conducted at Council meetings should be managed by the Chair. | Existing procedure adequate.  Guidance/training to Chair should be given (if required).  Members to adhere to Code of Conduct. |
| Public Liability | Risk to third party, property or individuals | M | Insurance is in place. Risk assessments regularly carried out to comply with requirements. | Existing procedures adequate.  Ensure risk assessments are carried out. |
| Employer Liability | Non compliance with employment law | L | Undertake adequate training and seek advice from the Devon Association of Local Councils. | Existing procedures adequate. |
| Legal Liability | Legality of activities  Proper and timely reporting via Minutes  Proper document control | M  L  L | Clerk to clarify legal position on proposals and to seek advice if necessary.  Council always receives and approves Minutes at monthly meetings.  Retention of document policy in place. | Existing procedures adequate. |
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| **COUNCILLORS’ PROPRIETY** | | | | |
| **Subject** | **Risk(s) Identified** | **H / M / L** | **Management/Control of Risk** | **Review/Assess/Revise** |
| Members interests | Conflict of interest  Register of Members interests | M  M | Councillors have a duty to declare any interests at the start of the meeting or during the meeting if it is realised that a Councillor has an interest. Register of Members Interest forms to be reviewed regularly by Councillors. | Existing procedure adequate.  Members to take responsibility to update their Register. |