

SILVERTON PARISH COUNCIL

RISK ASSESSMENT

Adopted: 5th July 2020

(Minute No: 113372)

Re-adopted 4th September 2023 after annual review

This document is produced to enable Silvertown Parish Council to assess the risks it faces and to satisfy itself that adequate steps have been taken or are in place to minimise the risks identified.

The production of the risk assessment will enable the Parish Council to make an adequate declaration on its return to the external auditors.

In preparing the Risk Assessment the following plan was followed:

- **Identification of areas to be reviewed**
- **Identification of what the risk may be**
- **Evaluation of the management and control of the risk and record all findings**
- **Review, assess and revise if required.**

FINANCIAL & MANAGEMENT

| Subject | Risk(s) Identified | L/M/H | Management/Control of Risk | Review/Assess/Revise |
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| Business continuity | Risk of the Parish Council not being able to continue due to being inquorate | H | <p>Mid Devon District Council would take over the running of the Parish Council if insufficient councillors to form a quorum</p> <p>Although the realistic risk of the above happening not having a plan would leave the Parish Council in a difficult position</p> | |
| COVID-19 response | Risk of Parish Council meetings spreading infection – there is a risk if the Parish Council continued to meet face to face in public meetings that Councillors and the public would be put at risk of infection because social distancing guidance could not be followed | H | Parish Council meeting moved to virtual environment until further notice adopting standard national guidance and amendments to Standing Orders | As and when Government Guidance requires |
| Precept | Adequacy of precept | L | <p>To determine the annual precept required the Parish Council receives a budget update report, including actual position and projected position to end of the year and estimated figures for forthcoming year. Budget Report supplied prepared by Clerk and Chairman.</p> <p>Parish Council holds an annual</p> | Existing procedure adequate. |

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| | | L | <p>Budget Meeting which is open to members of the public.</p> <p>Councillors are requested to provide Clerk with any projects they wish to see implemented in the forthcoming year for consideration at the Budget Meeting</p> <p>At the Budget Meeting the Parish Council maps out the required monies for the day to day running costs together with any projects it wishes to implement for the following year and applies specific figures to budget headings. An agreed Precept figure is then agreed and submitted to Mid Devon District Council by the Clerk.</p> <p>The Precept is paid by Mid Devon District Council by BACS in two equal instalments, in April and October directly into the Parish Council's Current Account with National Westminster Bank..</p> | |
| Financial records | Inadequate records Financial irregularities | M | All cheque payments are recorded in the Minutes for the month payments agreed. | Cllr V Maylan carries out a check of all financial documentation on a quarterly basis. |
| Cheques | Possible theft | L | All cheques must be signed by two from four named authorised | Existing procedure adequate |

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| | | | <p>signatories. National Westminster Bank hold the relevant information relating to the authorised signatories.</p> <p>Clerk does not have authority to sign cheques.</p> | |
| Bank Accounts | <p>Bank mistakes Loss Charges</p> <p>Loss or inability to access accounts through Bank failure</p> | <p>M</p> <p>L</p> | <p>The Parish Council has two accounts (Current and Special Reserve)</p> <p>Bank Statement shown to Councillors on a 6 monthly basis</p> <p>Clerk and Chairman check balances on a regular basis. If Current Account balance is too high the Chairman transfers funds to Special Reserve Account in order to earn interest.</p> <p>Any errors are identified when balances are checked</p> <p>Clerk and Chairman to ensure that the balance with any banking group does not exceed the limit of the compensation scheme (currently £85,000.00)</p> | <p>Existing procedure adequate.</p> <p><i>As a double check Internal Auditor would also check the balances.</i></p> |
| Cash | Loss through theft or dishonesty | L | The Clerk does not hold any petty cash or a float. If cash was received for any reason Clerk would bank within 3 banking days | |
| Salaries | Salary paid incorrectly | L | The Clerk is paid as per the | Existing appointment and |

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| | | | <p>recommendations of the National Association of Local Councils.</p> <p>The Clerk does not keep a time sheet but has a Contract of Employment and Job Description.</p> | payment system is adequate |
| Contractor | <p>Paid incorrectly Health & Safety</p> <p>Additional outsourced contractor</p> | <p>L</p> <p>L</p> <p>L</p> | <p>Contractor submits a monthly invoice together with a further invoice for additional work agreed by the Council</p> <p>The Contractor is provided, at the Council's expense, with any safety equipment needed to undertake the work requested. The Parish Council pays for the Contractor's Indemnity Insurance.</p> <p>Possible failure of contractor</p> | <p>Existing procedure adequate. Contractor checks play equipment on a weekly basis and reports any problems to Clerk</p> <p>Working conditions, safety requirements and insurance are regularly monitored by the Chairman.</p> |
| Councillor allowances | Councillors over-paid | L | Chairman provides written evidence of allowances claimed which are also checked at the time of the Annual Audit | Existing procedure adequate |
| VAT | Re-claiming VAT | L | The Clerk submits a claim to Inland Revenue either on an annual basis or when the claim reaches £100 or above. | Existing procedure adequate |
| Minutes/Agendas/Notices | <p>Accuracy and legality</p> <p>Business Conduct</p> | <p>L</p> <p>L</p> | Minutes and Agendas are produced in the prescribed method by the Clerk and adhere to the legal | Existing procedure adequate |

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| | | | <p>requirements.</p> <p>Minutes and Agendas are displayed on the public Notice Board according to the legal requirements and are also uploaded to the Parish Council Website.</p> <p>Minutes are approved and signed at the next Parish Council meeting</p> <p>Business conducted at the Council meetings are managed by the Chairman. In his absence the Vice-Chairman manages the meeting.</p> | |
| Members Interest Code of Conduct | Conflict of Interest Register of Members interests | | Councillors should declare interests, where appropriate at meetings. | Agreed Parish Council cannot risk assess individuals |
| Insurance | Adequacy Cost Compliance Fidelity Guarantee | L L L M | An annual review is undertaken of insurance arrangements in place by Clerk and Chairman. Insurance renewal is agreed by the Council in June. | Existing procedure adequate. An annual review of the insurance is undertaken by the Clerk and Chairman Review compliance. |
| Freedom of Information Act | Policy Provision | L L | Council had received no requests for information to date. Reasonable requests would be considered for information within the public domain | Monitor Model Publication Scheme to be reviewed |
| Reporting and Audit | Compliance | L | Council has an internal auditor who assists the Council in ensuring that controls are properly exercised. The Council's accounts are audited annually by external auditors. | Existing procedure adequate. |
| Best Value Accountability | Work awarded incorrectly | L | Normal Parish Council practice is to | Existing procedure |

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| | Overspend on services | M | seek more than one quotation for any substantial work required to be undertaken or goods supplied. For major contracts formal competitive tenders will be sought. | adequate. |
| 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 meeting and include reference to any power used. Any queries regarding a legal issue are directed in the first instance to the Devon Association of Parish Councils | Existing procedure adequate. |
| Council's electronic records | Loss through: Theft Fire Damage Corruption of computer | L L L M | The Parish Council's electronic records are stored on the Parish Council's laptop. The majority of records also have a paper copy stored in the filing cabinet (copy letters, Minutes, Agendas and financial information) | Back-up copies to be taken regularly on the external hard-drive Original documents are retained in a fire-proof safe which is kept by the Clerk |
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| PHYSICAL EQUIPMENT OR AREAS | | | | |
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| Subject | Risk(s) Identified | L/M/H | Management/Control of Risk | Review/Assess/Revise |
| Assets | Loss/Damage Risk/damage to third party property or individuals | H | Annually reviewed and Asset Register updated by Chairman | Existing procedure adequate. The Asset Register is reviewed annually prior to the Annual Audit |
| Maintenance | Risk to third parties Poor performance of assets or amenities | H | All assets to be regularly reviewed and maintained. All repairs and expenditure should be authorised within the correct procedure of the Parish Council. All assets should be insured and reviewed annually All play equipment is inspected monthly by MDCC Play equipment inspected weekly by contractor | Existing procedure adequate Ensure inspections carried out Keep record of annual inspections |
| Meeting location | Adequacy Health & Safety | L L | Parish Council meetings are held at The Community Hall which is considered adequate for the Clerk, Councillors and members of the public who attend from Health & Safety and comfort aspects. Community Hall run by Community Hall Management Company. | Existing location adequate. |
| Council records | Loss through theft, fire or damage | M | The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books, | Damage (apart from fire) and theft is unlikely and therefore provision adequate. |

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| | | | leases, insurance and maps. Some, but not all, records are kept in a metal filing cabinet (not fire proof) and other documentation kept on shelves. | Old Minute Books and miscellaneous documentation is stored at the County Archive Office in Exeter. Original documents kept by the Clerk are retained in a fire-proof safe at the Clerk's home address |
| Covid-19 Response | Risk of Parish Council owned facilities contributing to spread of infection. There is a risk that the Children's Play Area, Tennis Court and BMX Skate Park could contribute to the spread of infection due to the close proximity of users and frequently touched surfaces | H | <p><u>Children's Play Area</u> -Parish Council were unable to mitigate this risk because of the number of high touch points and enclosed area. National guidance recommends playgrounds should not be opened at this time. The risk has been mitigated by the closing of the play park</p> <p><u>Tennis Court and Skatepark</u> – Notices have been placed at the entrance to each facility reminding users of national guidance and legislation together with enforcement options. Both enclosed Courts will have the access gates chained opened so there is no need for users to handle the gate for entry thus creating a high touch point. Both facilities require minimal contact with equipment and in the skatepark the national guidance</p> | As and when Government Guidelines require |

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| | | | issued by Skatepark England has been clearly displayed. Due to the low level of touchpoint and guidance displayed no hand sanitiser stations are deemed necessary | |
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