

**GREAT BEALINGS PARISH COUNCIL**

**RISK ASSESSMENT**

This risk assessment 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. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the areas to be reviewed
- Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risks and records findings
- Reviews, assesses and revises procedures if required

At the Annual General Meeting in May, the following are reviewed annually: Data Protection, Freedom Of Information, Standing Orders, Financial Controls, Code of Conduct, Risk Assessment.

<b>SUBJECT</b>	<b>RISKS IDENTIFIED</b>	<b>H/M/L</b>	<b>MANAGEMENT/CONTROL OF RISK</b>	<b>REVIEW/ASSESS/REVISE</b>
<b>MANAGEMENT</b>				
Business Continuity Emergency Plan	Council not being able to continue its business due to an unexpected emergency or tragic circumstance	L	All recent records are kept at the Clerk's home. The Clerk makes a regular back-up of electronic files which is kept by the Parish Council Chairman. A copy of the Annual Accounts are kept by the external auditor. The Parish Council is in the process of developing an emergency plan.	Review when necessary
Meeting Location	Adequacy of Health and Safety	L	Meetings are held in the Bealings Village Hall Committee Room. The premises and facilities are considered to be adequate for the Clerk and Councillors who attend, from a health and safety and comfort aspect	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Council Records – hard copy	Loss through: Theft Fire Damage	L M L	Current papers and minutes are held at the Clerk's home Historical correspondence is stored in a metal cabinet.	Damage(apart from fire) or theft is unlikely, therefore provision is adequate
Council Records – electronic records	Loss through theft, fire or corruption of computer	M	The electronic records are stored on the Clerk's computer. Back-ups of the files are taken at regular intervals and kept by the Parish Council Chairman	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Minutes and Agendas	Accuracy and legality	L	Minutes and Agenda are produced in the prescribed manner by the Clerk and adhere to legal requirements. Agenda displayed according to legal requirements. All Councillors have been on a training course.	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level. Members adhere to Code of Conduct

SUBJECT	RISKS IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
Conduct of Meetings, Standing Orders	Business Conduct	L	Minutes are approved and signed at the next Council meeting Business conducted at Council meetings is managed by the Chairman in accordance with Standing Orders	Members adhere to Code of Conduct
<b>FINANCE</b>				
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties  Not paid by SCDC	L  L	Sound budgeting to underlie annual precept. The Council received regular budget update information and detailed budget in the autumn, including actual position and projected position to the end of the year. The precept is an agenda item at the January meeting.  The Clerk reports to the Council the receipt	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is taken of all insurance arrangements. Employers' Liability, Public Liability and Fidelity Guarantee are a statutory requirement and all are included on the Council's policy with Community Action Suffolk Insurance	Existing procedures adequate Review provision and compliance annually
Banking	Inadequate checks  Bank's error	L  L	The Council has Financial Regulations which set out banking requirements  Bank statements checked monthly and reconciled bi-monthly	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any cash transactions made by the Clerk are fully receipted and re-imbursed by cheque on receipt of an invoice	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Financial controls and records	Inadequate records Financial irregularities	L L	Bank reconciliation checked and signed by the Chairman. Two signatories on cheques. Any financial obligation must be resolved and minuted before any commitment. All payments must be resolved and minuted. Any S137 payments must be recorded at time of approval. Accurate records of invoices and payments kept on data spreadsheet. Accounts are audited annually internally and externally.	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Clerk	Loss of clerk  Fraud  Actions undertaken	M  L  L	A contingency fund should be established to enable training in the event of the Clerk resigning  The requirements of Fidelity Guarantee insurance must be adhered to and checked by the internal auditor.  Clerk should be provided with relevant training and access to assistance from SALC and networking meetings	Include in budget when setting precept Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level  Membership of SALC maintained

<b>SUBJECT</b>	<b>RISKS IDENTIFIED</b>	<b>H/M/L</b>	<b>MANAGEMENT/CONTROL OF RISK</b>	<b>REVIEW/ASSESS/REVISE</b>
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs	Include in financial budget when setting precept
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements, claim to be checked by the internal auditor	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Annual Return	Not submitted within time limits	L	Annual Return is completed by the Clerk and submitted to the internal auditor for completion and signing, then checked and signed by the Chairman at the Annual Parish Council meeting and sent on to the external auditor within time limit	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
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 for any substantial work to be undertaken. If problems encountered with a contract the Clerk would investigate the situation and report to the Council	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Salaries and PAYE	Salary paid incorrectly Unpaid tax to Inland Revenue	L L	Monitored at internal/external audit	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
<b>ASSETS</b>				
Assets	Loss or damage	L	An asset list is kept up-to-date and insurance is held at the appropriate level for all items. Regular checks are made on all assets by members of the Parish Council	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
<b>LIABILITIES</b>				
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	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Public Liability	Risk to third parties or property	M	Insurance is in place	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level
Members Interests	Conflict of interests not declared	M	Councillors have a duty to declare any interest at the start of the meeting	Existing procedures adequate
	Register of members interests	M	Online register of members interests maintained by SCDC. Members take responsibility to update register	Existing procedures adequate
Data Protect	Policy provision	L	The Parish Council is registered with the Data Protection Office.	Current level of control based on

			Clerk to ensure annual renewal of registration	Parish Council Standing Orders and procedures reduces risk to minimum
<b>SUBJECT</b>	<b>RISKS IDENTIFIED</b>	<b>H/M/L</b>	<b>MANAGEMENT/CONTROL OF RISK</b>	<b>REVIEW/ASSESS/REVISE</b>
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. Clerk to monitor any requests made under FOI 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	Current level of control based on Parish Council Standing Orders and procedures reduces risk to minimal level