

WALTHAM ST LAWRENCE PARISH COUNCIL



FINANCIAL RISK ASSESSMENT

Adopted May 25

Ref Minute

Signed *MJ Streater*



RISK ASSESSMENT SCHEME

The management of risk is an important part of the Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment happens all the time, but once a year, the Council brings the information together and collates it in a single document.

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.

Management				
Subject	Risk(s)	H/M/L	Management/Risk Mitigation	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All electronic files are backed up to One Drive.	Review when necessary.
Meeting Location	Adequate Health and Safety	L	Meetings are held in the Neville Hall. The clerk, chair and 1 councillor have keys. A Health & Safety notice for the Neville Hall is posted. Public Liability Insurance Certificate is posted. All the premises and facilities are satisfactory from a health and safety, accessibility and comfort for the clerk, councilors and member of the public. There is disabled parking available. There is disabled access and accessible toilet.	Maintain the currency of guidance as necessary
Council Records	Loss through theft, fire, damage	L	Papers both current and legacy are maintained by the clerk at their home address. All are backed up to OneDrive.	Damage or fire is unlikely and so provision adequate.
Burial Records	Loss through theft, fire, damage	M	All records are paper and maintained by the Clerk at their home address	Damage by fire or theft is unlikely but possible.

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Council Records electronic	Loss through damage	L	Key councilsrecords are kept on the parish council website and the clerk's laptop which are regularly saved to OneDrive	Access log-on codes provided to the chair and vice chair.
Finance				
Subject	Risk(s) Identified	H/M/L	Management/Control Risk	Review/Assess/Revise
Precept	Adequacy of Precept	M	Sound budgeting to underlie annual precept. The Financial Working Group to monitor budget information and detailed	Existing procedure considered adequate.

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			budgets are prepared in the autumn. The Parish Council considers the precept in the November and December meeting.	
Insurance	Adequacy, Cost, Compliance	L L L	An annual review is undertaken of all insurance requirements and cover is adjusted, as necessary.	Existing procedure considered adequate. Review provision and compliance annually
Banking	Inadequate checks	L	The Council follows its Financial Regulations which sets out the arrangements for banking	Existing procedure considered adequate. Review Financial Regulations annually or as required.
Cash	Loss through theft or dishonesty	L	Monthly reconciliation prepared by the Clerk and checked by the Chair at the Parish Council meetings. Two signatories required on cheques. Internal and external audit undertaken annually. No normal use of petty cash	Existing procedure considered adequate. Annual Review of Financial Regulations
Clerk	Loss of Clerk Fraud Actions Undertaken	M L L	In the event of the clerk resigning, the Council will enlist the services of Hampshire Association of Local Councils (HALC in lieu of BALC) until a replacement has been appointed. The requirements of the Zurich insurance must be adhered to, Internal procedures are in place. Clerks should be provided with relevant training, reference books, access to assistance and legal advice through HALC in lieu of BALC	Membership of HALC in lieu of BALC maintained. Monitor working conditions. Existing procedure considered adequate
Payroll	Breach of employment laws including tax	L	Procedures in place. HALC in lieu of BALC provide details of relevant changes in employment law. Payroll is outsourced	Annual Audit undertaken by Internal Auditor
Election Costs	Risk of election costs	M	Risk in an election year. There are no measures which can be adopted to minimize the risk of having a contested election. Costs are met by General Reserves.	Existing procedure considered adequate

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Chairman	Risk of inappropriate payment	L	The Chairman may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme	Existing procedure considered adequate
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	Risk of election to fill a casual vacancy	M	Cost of the election would be met from General Reserves.	
VAT	Re-claiming charging	L	The Council has financial regulations which set out the requirements. VAT recovered quarterly.	Existing procedure considered adequate
Annual Governance and Accountability	Not submitted within time limits	L	AGAR is completed and signed by the Council and the Internal Auditor. It is then checked and forwarded to the External Auditor within time limit. Clerk prepares a timetable for submission	Existing procedure considered adequate
Assets				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Street furniture and office equipment	damaged bins, noticeboards etc	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by Parish Council staff	Existing procedure considered adequate
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 considered adequate
Minutes/Agenda Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval until the following meeting. Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman according to Standing Orders	Existing procedure considered adequate. Undertake appropriate training. 1 councilor have keys Members to adhere to Code of Conduct and Standing orders
Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedure considered adequate
Employer Liability	Non-compliance with employment law	L	Undertake ongoing training to ensure all members are aware of current legislation.	Existing procedure considered adequate

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Employee Liability	Causing injury (damage) to employee property	L	Seek advice from the Council's insurance company where required.	
		L	Employer's liability insurance in place	
Councillor Liability	Causing injury (damage to Councillors)		Insurance cover in place	
			Insurance cover in place	
Legal Liability	Legality of Activities	L	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedure considered adequate.
	Proper and timely reporting via Minutes	L	Council always receives and approves minutes at meetings	Existing procedure considered adequate
	Proper document control	L	Retention of document policy in place	Existing procedure considered adequate
Council Reputation				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Councillor and staff	Bringing the Council into disrepute	M	Councillors receive and receive training on the Code of Conduct A professional approach is undertaken on all Parish Council matters	Councillors have not received training Members to identify training needs

Relevant Documentation	
<ul style="list-style-type: none"> Standing Orders Financial Regulations Code of Conduct Equality Act 2010 Employments Rights Act 1996 Data Protection Act 2018 	<ul style="list-style-type: none"> Local Government Act 1972 Local government Act 2000 Audit Commission Act 1998 Local Government Act 2003 Local Audit and Accountability Act 2014 Localism Act 2011

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Risk identification	Hazard	Risk	Who may be exposed to Risk	Likelihood of Risk	Actions taken be to eliminate, minimise or control risk
Allotments	Uneven ground	Slips, trips & falls Becomes muddy in winter	Members of public Members of public	LOW MEDIUM	Grass is cut monthly in season to reduce hazards.
	Shed areas	Various	Members of public	low	Ensure allotment holders are made aware that the PC is not responsible for insuring the sheds or other equipment.
	Litter/ debris	Cuts & abrasions	Members of public	LOW	Area to be litter picked each week.
	Dog faeces	Illness and infection	Members of public	LOW	Dog bin provided.
	Falling branches/trees	Impact injury/death	Members of public	LOW	Contractors engaged to regularly inspect trees.
	Fencing/gates/benches (2 benches)	Damage caused by vandalism/wear & tear injury to persons in contact	Members of public	LOW	Ensure reported damage dealt with promptly.
DEFIBRILLATOR	Defibrillator and phone box	Electric shock from wiring	Members of the public	LOW	The installation was made by a professional.
		Injury from phone box	Members of the public	LOW	Annual visual inspection and maintenance as needed.
		Defibrillator failure or malfunction	Members of the public	LOW	Ongoing maintenance contract and regular testing by the Clerk.
Burial Ground	Graves & immediate surroundings	Falling monuments, tripping hazard, open graves.	Members of public	LOW	Contractor engaged to attend to grave areas. Any observed dangers reported.
	Grassed areas	None		LOW	Contractors engaged to cut grass.
	Benches (4)	Damage caused by vandalism, wear and tear. Cuts & abrasions	Members of public	LOW	Benches are inspected annually and maintained.
	Litter Debris	Cuts abrasions	Members of public	LOW	Bins provided for litter and vegetation.
	Paths	Trips & slips	Members of public	LOW	Inspected annually and maintained.
	Trees	falling branches	Public and property	Low	Professional review to be done regularly.
	Gates	Splinters and vandalism	Members of public	LOW	Inspected annually and maintained.