

## Bradford Abbas Parish Council Risk(s) 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.

This document has been produced to enable Bradford Abbas Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

### FINANCIAL AND MANAGEMENT

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
<b>Precept</b>	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update information quarterly. Prior to the January Parish Council Meeting the RFO/Clerk distributes a budget report, including actual position and projected position to the end of year. With this information the Parish 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 Dorset Council. The figure is submitted by the RFO/Clerk in writing. The RFO/Clerk informs the Council when	Existing procedure adequate.

			the monies are received.	
<b>Financial Records</b>	Inadequate records Financial irregularities	L	The Parish Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary
<b>Bank and banking</b>	Inadequate checks Banks mistakes	L  L  M	The Parish Council has Financial Regulations which set out banking requirements  Quarterly reconciliation  Online Direct Debits	Existing procedure adequate  Existing procedure adequate  Clerk check accts frequently reporting any anomalies to the bank for reimbursement
<b>Reporting and auditing</b>	Information communication	L	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
<b>Grants and support payable</b>	Power to pay Authorisation of Parish Council to pay	L	All such expenditure goes through the required Parish Council process of approval minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
<b>Best value accountability</b>	Work awarded Incorrectly. Overspend on services.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be	Existing procedure adequate. Include when reviewing

		M	undertaken. 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.	Financial regulations.
<b>Salaries and assoc. costs</b>	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	The RFO/Clerk ensures that PAYE and NI (where applicable) is being deducted from salary and that payment is being made to HMRC on a `quarterly basis.	Existing procedure adequate.
<b>Employees</b>	Fraud by staff  Health and safety	L  L	Requirements of the Parish Council insurance adhered to with regards to fraud. All employees to be provided adequate direction and assistance when lifting tables and stacks of chairs for meetings.	Existing procedures and advice adequate.
<b>VAT</b>	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
<b>Annual Return</b>	Submit within time limits	L	Employers Annual Return is completed and submitted online with the prescribed time frame by the RFO/Clerk. Annual Return completed and signed by the Parish Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
<b>Legal Powers</b>	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at the Parish Council Meetings.	Existing procedures adequate
<b>Minutes/agendas/ Notices Statutory</b>	Accuracy and legality	L	Minutes and agendas are produced in the prescribed manner by the Clerk and adhere	Existing procedures adequate.

<b>Documents`</b>	Business conduct	L	to the legal requirements. Minutes are approved and signed at the next Parish Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct
<b>Members interests</b>	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
<b>Insurance</b>	Adequacy Cost Compliance Clear Councils	L L L M	An annual review is undertaken of insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Clear Council. checks in place.	Existing procedure adequate. Insurance reviewed annually.
<b>Data protection</b>	Policy provision	M	The Parish Council is registered with eh ICO if personal data is not shared/ manipulated or stored	Existing procedure adequate.
<b>Freedom of Information</b>	Policy Provision	L M	The Council adheres to the FOI Act 2000.  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	Monitor any requests made under FOI
<b>PHYSICAL</b>				

<b>EQUIPMENT OR AREAS</b>				
Assets	Loss or damage Risk/damage to third party (ies) property	L	An annual review of assets is undertaken for insurance provision	Existing procedures 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/authorised in accordance with the correct procedures of the Parish Council.	Existing procedures adequate
<b>Notice Board</b>	Risk of damage	L	The Parish Council currently has one notice board. No formal inspection procedures are in place but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
<b>Meeting locations</b>	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
<b>Council records – paper</b>	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance and bank records. The documents not in the public domain are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
<b>Council records – electronic</b>	Loss through: Theft, fire damage or corruption	L	The Parish Council electronic records are stored on the Parish Council laptop held	Existing procedures considered adequate

	of computer	M	with the Clerk at his/her home. Back ups of electronic data is made at regular intervals to the cloud and external disc.	
<b>Cover for work and all other activities undertaken by volunteers / councillors / employees</b>	Risk of injury by persons undertaking work and all other activities on a voluntary basis (such as road / playing field inspection, playground maintenance, litter picking) on behalf of the Parish Council	M	Clerk to carry out risk assessment and report findings to council. Volunteers to be suitably trained/instructed for the task and appropriate equipment provided.	Existing procedures considered adequate
<b>Website</b>	Out of date Hacked by third party	L M	Clerk to ensure content is updated following each meeting. Security is maintained by the Parish Council's agent. The website can be restored from off site backup.	Existing procedures considered adequate

Reviewed and Approved: November 2019

Chairman's initials: