

# Hartlip Parish Council Financial Risk Assessment

Name of Organisation:	Hartlip Parish Council	Minute reference:	28.FCM/09/23
Person Responsible:	Full Council	Date of Adoption:	13/09/2023
Name of Risk Assessor:	Full Council	Date of Review:	01/02/2024

No	Hazard	Potential Consequence	Persons at Risk	Control Measures	Potential Severity of Harm (High, Med, Low)	Additional Control Measures Necessary	Likelihood of harm occurring (High, Med, Low)	Action by Whom
1.	<u>Damage of Physical Assets owned or managed by the Parish Council</u> <ul style="list-style-type: none"> <li>• Play equipment</li> <li>• Notice boards</li> <li>• Salt bins</li> <li>• Benches</li> <li>• Village Sign</li> </ul>	Serious injury.  Death.  Damage to third party property.  Reputational Damage	Parish Council Staff  Members of the public	Insured: Hiscox (Policy 112393508 Fm 1/6/23)  Asset lists and inventory undertaken & reviewed at least annually  Disposals always reported and approved by Full Council and included in the minutes.	High	Creation of a capital renewals programme.	Low	
2.	<u>Non maintenance of physical assets owned by the Parish cl</u>	Serious injury.	Parish Council Staff Members of the public	Regular periodic in-house & independent inspections & reviews undertaken for all physical assets	Medium	Health and Safety Audit flagged up the necessity for	Medium	Clerk

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	See list of assets categories above	Damage to third party property.  Reputational damage.	Hirers			more regular spot checks  Regular risk assessments undertaken on using machinery.  Maintenance records kept for parish council.		
3.	<u>Safety of the public in areas under the Parish Council's responsibility</u>	Injury to staff and members of the public  Financial cost  Reputational damage	Parish Council Staff Members of the public Hirers	Playground, open space– open spaces – quarterly inspection undertaken  External contractor undertakes regular maintenance work  Review contractor's quality of work during quarterly inspection.  Regular inspections by councillors responsible and report back to full council.  Ensure appropriate certificates are held by contractors	Low		Low	

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4.	<u>Safeguarding of Children</u>	Injury to children.	Children	<p>Ensure all staff that have regular contact with children are DBS checked.</p> <p>All users are responsible for the children in their groups.</p> <p>A risk assessment is undertaken at any parish council event and briefing is given to all staff/ volunteers of the council.</p>	Medium		Low	
5.	<u>Events organised by the Parish Council</u>	<p>Injury to members of the public.</p> <p>Lost children.</p>	<p>Parish Council Staff</p> <p>Members of the public</p> <p>Hirers</p>	<p>Individual event risk assessments undertaken and approved by the Clerk.</p>	Medium		Low	
6.	<u>Events organised by others on Parish Council Property</u>	<p>Injury to members of the public.</p> <p>Lost children.</p>	<p>Parish Council Staff</p> <p>Members of the public</p> <p>Hirers</p>	<p>Risk assessment to be undertaken by organiser and approved by Chair and Clerk.</p> <p>Parish Council risk assessment to be</p>	Medium	To review financial cost to the council of all outside events	Low	

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		Governance, rules and regulations not adhered to.  Financial cost not reviewed.		undertaken where appropriate.		on parish council property.		
7.	<u>Protection for Legal Liabilities</u> <ul style="list-style-type: none"> <li>Public Liability</li> <li>Hirer's Indemnity</li> <li>Officials indemnity</li> <li>Employers Liability</li> <li>Libel &amp; Slander</li> <li>Personal Accident</li> <li>Fidelity Guarantee</li> </ul>	Financial cost due to legal challenge.  Reputational damage.  Risk to third parties/ properties and individuals.	Parish Council Staff Members of the public Hirers	Insured: Hiscox (Policy 112393508 1/6/23)	High		Low	
8.	<u>Non compliance of Equality Act 2010</u> Not meeting the thresholds for the duty to make reasonable adjustments for disabled people	Risk of legal challenge.  Reputational damage.	Corporate Body  Members of the public	Maintenance of any equipment	Low		Low	

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9.	<u>Non compliance with Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002</u>	Fatigue Eye strain. Upper limb problems. Back ache.	Parish Council  Staff Members	DSE Assessments to be rolled out in the new municipal year.	High		Low	
10.	<u>Non-compliance with Employment Law and Inland Revenue Regulation including VAT</u>	Risk of employment tribunal  Financial risk.  Reputational damage.	Parish Council Staff Members of the public Hirers	Quarterly VAT returns to HM Revenue and Customs  Use of computerised accounting system to prepare VAT returns  Reconciliation of VAT returns to balance sheet  Monthly payment of PAYE & NIC	Medium	Use of a computerised third party payroll system	Low     High	Clerk

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11.	<u>Health and Safety</u> <ul style="list-style-type: none"> <li>Risk Assessments</li> </ul>	<p>Injury.</p> <p>Death.</p> <p>Non compliance with legislation.</p> <p>Legal Claim.</p> <p>Financial Cost.</p> <p>Reputational damage.</p>	<p>Parish Council Staff Members of the public Hirers</p>	<p>The following risk assessments undertaken annually and reviewed periodically:</p> <ul style="list-style-type: none"> <li>Council, Financial &amp; Staff including COSHH, manual handling, lone working</li> <li>Buildings &amp; sites</li> <li>Open Spaces</li> <li>Allotments</li> <li>Events</li> <li>Covid 19.</li> </ul> <p>Incidents reported through the Clerk and records maintained.</p> <p>Regular item on Full Council agenda to allow reporting to be done if required.</p> <p>Annually Documented.</p>	High	Additional measures in place for pandemics	Medium	F

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12.	<u>Contracts</u>	Work awarded incorrectly.	Parish Council Staff	Receive legal advice at appropriate level for the following: Leases Licences Tenancy Agreements	Medium		Low	

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13.	<u>Keeping Proper Financial Records</u>	<p>Inadequate records.</p> <p>Financial irregularities.</p> <p>Non compliance with governance.</p> <p>Fraud.</p>	Parish Council Staff	<p>Independent Internal Audit – twice a year and reported to Full Council.</p> <p>Full monthly list of payments approved at Full Council meetings.</p> <p>All cheques/payments to be signed by 2 signatories.</p> <p>Financial records presented to Full Council quarterly.</p>	Medium	Use of computerised accounting package	Low	



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14.	<u>Mismanagement of public funds and spending outside of budgets.</u>	Inadequate records.  Financial irregularities.  Non compliance with governance.  Fraud.	Parish Council Members	Reminders to councillors that they are responsible for the management of the council's finances.  Careful fiscal management.  Reporting on reserves position at Full Council.  Limitations on virement of budgets. This must only be agreed by Full Council.	High	A report structure taking into account the financial regulations.	High	
15.	<u>Banking Arrangements</u>	Inadequate checks.  Financial loss.  Reputational damage.  Fraud.	Parish Council Staff	Regular bank reconciliations undertaken for all bank accounts.  Full Council verify bank statements and balances to bank reconciliation.  Cheques received are recorded and banked promptly.	Medium		Low	

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	<u>BACs and other Payment</u>	Inadequate checks. Financial loss. Reputational damage. Fraud.	Parish Council	Staff to follow agreed procedure. Form to be completed for every transaction and signed by 2 bank signatories and officer completing the transaction.	Medium		low	
16.	<u>Expenses - councillors</u>	Inadequate records. Financial cost. Fraud.	Parish Council	Reconciliations undertaken monthly. Expenditure reported at every FC reconciliation verified All expenses must be approved by the RFO	Low		Low	

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17.	<u>Expenses – staff</u>	Inadequate records.  Financial cost.  Fraud.	Parish Council Parish Council	Reconciliations of staff expenses undertaken prior to payments made every month  Use of shared transport with other councillors or staff required.  Expenses policy in place  All expenses must be approved by the RFO.  All payments signed by 2 councillors Receipts must be attached (with the exception of mileage claims)  Regular credit control	Low		Low	

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18.	<u>Bad Debts Compliance with Audit Requirements</u>	Non compliance with governance.	Parish Council	<p>Ensuring chqs received are recorded and banked promptly</p> <p>Payment in advance of ad-hoc bookings</p> <p>Any bad debts are approved by Full Council</p> <p>Private Bookings – deposit required</p> <p>Independent Internal Audit undertaken twice times a year.</p>	Low		Medium	
19.	<u>Ensuring adequacy of Annual Precept</u>	<p>Inadequacy of precept in order for the Council to carry out its Statutory duties</p> <p>Not having the recommended level of reserves to function.</p>	Parish Council	<p>Regular variance analysis undertaken and reported to Full Council.</p> <p>Budgeting process to include previous year's actual figures compared to budget</p>	Medium		Medium	
20.	<u>Accurate reporting of Council Business in Minutes</u>		Parish Council Members	<p>Draft minutes sent to all members with agenda.</p> <p>All committee minutes confirmed at monthly Full Council.</p>	Low			

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		Non compliance with governance.		Meetings and minutes properly numbered.  Publish minutes on website.				
21.	<u>Adoption and Adherence to the Code of Conduct</u>	Non compliance with governance.  Reputational damage.	Parish Council Members	Procedures for Members adoption of the Code of Conduct.  Each Member provided with copy of the Code Information pack provided for all new Members  Offer training for new councillors.  DPI's for each member on website	Low			
22.	<u>Computer Failure</u>	Failure for business continuity.  Financial cost.	Members Staff	All files backed up in 'The Cloud'.  Surge protection fitted  IT contract in place to maintain system	Medium			

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23.	<u>Allotment Tenancy agreements</u>	Non compliance with governance/ statute.	Parish Council	<p>Review of signed agreements to ensure they are all in place prior to residents taking control of their plot</p> <p>Deposits held in suspense and administered by Staff</p> <hr/> <p>Regular risk assessment of area</p>	Low		Low	
24.	<u>Failure to adhere to governance/ statute</u>	<p>Legal challenge.</p> <p>Financial cost.</p> <p>Reputational damage.</p>	Parish Council Parish Council	<p>Report writing for most decisions incorporating strategic case, economic case, commercial case, financial case and management case.</p> <p>In house training programme for Cllrs targeting various areas of governance</p>	Low Medium		Low	

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				<p>Completing project plan template for any template.</p> <p>An external data protection officer has been employed and a review has been undertaken with regards to General Data Protection Regulations.</p> <p>Staff and councillors to undertake mandatory GDPR training.</p>				