**Broad Town Parish Council**

**Risk assessment July 2020**

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 enables Broad Town Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

 **FINANCIAL AND MANAGEMENT**

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| Subject | Risk(s) identified | H/M/L | Management/control of Risk | Review/Assess/Revise |
| Precept | Adequacy of precept in order for the Council to carry out its Statutory duties | L | To determine the precept amount required, the Council regularly receives budget updates, financial statements and bank reconciliations from the Clerk. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the 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 Wiltshire Council. The figure is submitted by the Clerk electronically. The Clerk informs the Council when the monies are received. | Existing procedure adequate when budget and precept submitted together at January meeting.The Parish Council will maintain a target of six months operating costs in its’ financial reserves. |
| Financial Records | Inadequate recordsFinancial irregularities | LL | The Council has Financial Regulations that set out the requirements | Financial Regulations readopted for 2020/21 |
| Bank and banking | Inadequate checksBank mistakes | LL | The Council has Financial Regulations which set out banking requirements. Formal review every two years. | Financial Regulations readopted for 2020/21. Formal review in accordance with 2019 NALC guidelines completed in 2020.  |
| Reporting and auditing | Inadequate information and communication | L | Financial information is a regular agenda item and discussed/reviewed and approved at each meeting. | Existing procedure adequate |
| Grants | Failure to understand, seek secure and spend grants | L | Regular financial reporting to the Parish Council by the Clerk. Attendance at area board and CATG to check grants. | Existing procedures adequate |
| Charges-rents | Payment of rents | L | The Parish Council does not presently collect rents. | Procedure would be invoked if required |
| Grants and support payable | Power to pay Authorisation of Council to pay | L | All such expenditure goes through the required council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure. | Existing procedure adequate |
| Value for money/accountability | Work awarded incorrectly. Overspend on services | LM | Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be 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. | Existing procedure adequate. |
| Salaries and assoc. costs | Salary paid incorrectly. Unpaid Tax to Inland Revenue | L | The Parish Clerk presents salary and expense payments, including the amount owing to HMRC for formal approval at Council Meetings. | Reports to HMRC available to members for inspection. |
| Employees | Fraud by Staff and Parish CouncillorHealth & Safety | LL | Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. The clerk has PPE if required for work off site. | Existing procedures adequate. Monitor health and safety requirements and insurance annually. Review H & S risk assessments as and when required. |
| VAT | Reclaiming | L | VAT is reclaimed once a year by the Clerk and reported to the Council. Any VAT reclaimed on items purchased for community fund awards to be returned to the community fund account. | Procedure adequate. Procedure updated on financial regulations July 2020. |
| Annual Return | Submit complete and approve within time limits | L | Annual Return is completed and submitted to council for approval and signature by the Chairman. It is submitted to the Internal Auditor for completion and signed off within the set time limit. According to the size of the Council. | Existing procedures adequate.The Parish Council resolved its exemption from External Audit procedures at the beginning of the new financial year 2020/21 |
| 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, including reference to the power where appropriate. | Existing procedures adequate |
| Minutes/agendas/ Notices Statutory Documents | Accuracy and legality | L | Minutes and agendas are prepared in accordance with legislation. Agendas are prepared in time to give the three clear days’ statutory notice and displayed within the legal requirement. Final minutes posted on the website Minutes are signed at the following council meeting. The business on the agenda is managed by the Chair and the Clerk offers legal advice where required at the meeting. | Existing procedures adequate.Members abide by their own adopted code of conduct. |
| Members Interests | Conflicts of interestRegister of Members’ interests | LM | Declarations of interest by members are made at each council meeting (where necessary). An agenda item also prompts members to do so.The Register of members interests are reviewed annually. Members are able to update their interests online via Wiltshire Council monitoring officer. | Existing procedures adequate. |
| Insurance | AdequacyCostComplianceFidelity Guarantee | LLLM | An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place. | Existing procedure adequate. Insurance reviewed annually. |
| Data Protection | Policy Provision | L | The Parish Council is registered with the ICO. Consent statement is on the bottom of communications and people can opt out at any point.The Parish Council website meets data protection requirements and a privacy statement is available on the website. | Parish Council currently compliant with GDPR legislation as advised by SLCC. |
| Freedom of Information | Policy Provision | M | In the financial year 2019/20 (to date) there have been no FOI requests. Any requests involve extra work for the clerk and there is provision in the budget to cover payment for additional hours.The Parish Council has reviewed and adopted the publication scheme and this is available on the website. | Monitor and review publication scheme annually. Monitor requests for FOI and the Clerk will report to council. |
| Transparency and accountability | Policy Provision | M | The new transparency code for Smaller Authorities in accordance with the Local Audit and Accountability Act 2014. The Parish Council has reviewed and adopted the transparency code requirements and this is available on the website. | Existing procedures adequate. The Parish Clerk will monitor any changes to the Transparency Code |

**PHYSICAL EQUIPMENT OR AREAS**

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| Assets | Loss or damageRisk/damage to third party(ies) property | LL | 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. Assets are insured. | Existing procedures adequate |
| Meeting Locations | AdequacyHealth & Safety | LM | Parish Council meeting are held in the Village Hall and the facilities are considered adequate for the Clerk, Members and the general public. | Existing provision is adequate |
| Notice Board | Risk of damage | L | Councillors inspect the notice board when pinning up agendas and minutes. Any defects would be reported and attended to in accordance with council procedures. | Existing provision is adequate |
| Play AreaOpen Recreational spaces | Risk of damageInjury to usersRisk of transmission of Covid-19 via play equipmentAccess for emergency vehicles. | MMH | The play area is subjected to a ROSPA inspection each year. Any defects are assessed and repairs/remedial work carried out by an authorised play equipment installer. Visual checks using a checklist are carried out periodically by councillors and the Clerk.Current guidelines and advice are regularly reviewed. Cleanliness of equipment is monitored during periodic visual inspections.The gate is locked and a record of the key holders is kept by the Parish Council and advised of on the noticeboards. | Ensure the ROSPA report is an agenda item and any defects reported and repaired correctly. ROSPA guidelines advise that yearly official check of equipment is adequate. Ensure that users and carers are reminded to maintain hygiene in accordance with current government guidelines via the website and newsletter and signage. Consideration to be given to equipment cleaning.Residents and emergency services can gain access to the site in case of emergency by contacting the keyholders. |
| Council records - paper | Loss through: Theft, fire damage or corruption of computer | LM | The Parish Council records are stored at the home of the clerk and the Village Hall. Records include historical correspondences, minutes, insurance, bank records. Some records are stored in lockable fireproof cabinets. Records sent to county archive Swindon every few years. | Provision has been improved by use of fireproof storage in February 2019Documents/minutes last taken to county archive August 2019 |
| Council records – electronic | Loss through: theft, fire damage or corruption of computer | LM | The Parish Council electronic records are stored on the Parish Council laptop with back-ups of electronic data made at regular intervals. Cloud storage login passed to Councillor Joyce via sealed envelope. | Provision has been improved by purchase of laptop in February 2019. Password protected laptop and cloud storage in place. |