

# Great Brickhill Parish Council

## Risk 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 Great Brickhill 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
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 update information monthly. At the budget/precept meeting the Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings. 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 Central Bedfordshire Council. The figure is submitted by the Clerk in writing	Existing procedure adequate

			The Clerk informs the Council when the monies are received twice yearly	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements	Existing procedure adequate Review the Financial regulations annually
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements  Quarterly reconciliation	Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and reviewed and approved at each meeting	Existing procedures adequate
Grants	Failure to understand, seek, secure and spend grants	L	Regular financial reporting to the Parish Council by the Clerk. Councillors sourcing and reporting on available grants	Existing procedures adequate
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of receipt of grant request form, approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure	Existing procedure adequate.
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. 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 Include when reviewing Financial regulations

Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	Outsource payroll administration and reporting to HMRC	Existing procedures adequate
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate
	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles	Monitor health and safety requirements and insurance annually
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and then checked and sent to External Auditor within time frame Documents are placed on the website	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments are to be within the powers of the Parish Council as identified by the Clerk	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	Minutes and agendas are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate.
	Business conduct	L	Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct

Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings	Existing procedures adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	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.
GDPR	Policy provision Consents Access Procedure Data Breach Records Retention	L	The Parish Council adheres to the new General Data Protection Regulations as directed by the Clerk Documents are placed on the website for accessibility	Monitor consents, access requests Assess records
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. 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 EQUIPMENT OR AREAS</b>				
Assets	Loss or damage Risk/damage to third party (ies) property	L 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/authourised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate

Notice Board	Risk of damage	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place but any reports of damage and faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Play Equipment	Risk of damage	M	Regular inspections undertaken by private company and any reports of damage and faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. Annual inspections undertaken by ROSPA	Existing procedures adequate
	Health & Safety Regular Inspections Repairs	M		
Meeting locations	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
Council records – paper	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, bank records. The documents are stored in a lockable location in cabinets	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on memory sticks and held with the Clerk at her home. Back ups of electronic data is made at regular intervals	Existing procedures considered adequate

Reviewed: March 2019