

BOURTON ON THE HILL 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 Bourton on the Hill 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) 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 update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year. 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 Gloucestershire County Council. The figure is submitted by the Clerk in writing.	Existing procedures ensure that an accurate Precept is requested.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Annual Review of Financial Regulations undertaken. Existing procedures meet requirements.

Bank and banking	Lack of control over banking/ precudures/checks	L L	The Council has Financial Regulations which set out banking requirements, including Monthly reconciliation/reports presented at Parish Council meetings.	Existing procedures ensure that banking controls are followed.
Reporting and auditing	Reporting Information communication	L	Financial reporting is a monthly agenda item (Finance Report). Members have the opportunity to discuss, question, review financial matters during the monthly Parish Council meeting.	Relevant procedures in place.
Grants	Receipt of grants	L	Grant applications/procedures are followed and decisions shared with members as and when relevant.	Relevant procedures in place
Grants and support payable	Authorisation of Council to pay	L	All such expenditure must adhere to the Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedures meet requirements.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Financial Regulations followed. Quotations/estimates obtained where required. Financial controls to be undertaken and monitored. Procurement procedures to be followed. Following Parish Council approval, where possible, local trades people will be awarded contracts/work.	Existing procedure adequate. Ensure procedures are included in Financial regulations.

Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax/NI to Inland Revenue.	L L	Contract of Employment in place for all employees Annual review of salaries to be undertaken before Annual Precept is agreed Financial Report to Members HM Revenue and Customs REAL TIME procedures followed for NI and PAYE Annual returns completed on Line within the required timescale	Existing procedures cover all Risks. HM Revenue and Customs controls and checks
Employees	Fraud by staff Health and safety	L L	Requirements of insurance adhered to with regards to fraud. Finance reports presented. End of Year information reported/internal and external audit controls All employees to be provided adequate direction and safety equipment needed to undertake their roles	Existing procedures meet requirements. Regular monitoring of health and safety requirements Employment insurance cover monitored annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the procedures to be followed. Reporting to council of VAT recovered.	Existing procedures meet requirements
External Audit Annual Return	Submit financial documentation as required within time limits	L	External Audit Annual Return completed and signed by the Council, submitted to internal auditor for completion and relevant checks. The Clerk to ensure that further requests from the External Auditor are responded to promptly and reported to the Full Council.	Existing procedures meet requirements

Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved/approved at full Council Meetings. Control presented through monthly finance reports	Existing procedures meet requirements
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality relating to official business documentation Business conduct	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are consecutively numbered with each individual page initialled by the chair and the final page signed and dated by the chair.	Existing procedures meet legal requirements. Members adhere to Code of Conduct
		L	Agenda displayed according to legal requirements.	
		L	Business conducted at Council meetings should be managed by the Chair	
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed regularly and passed on to the local authority.	Existing procedures adequate. Members take responsibility to update register when required.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L	An annual review is undertaken of all insurance arrangements to include: <ul style="list-style-type: none"> • Employers and Employee liabilities • Insurance • Public Liability • Assets and Equipment 	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is registered with the Data	Ensure annual renewal of

			Protection Agency	registration
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. Fees for information should be based on time management in obtaining such information.	Monitor any requests made under FOI
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (ies) property	L	An annual review of assets is undertaken for insurance provision	Existing procedures meet requirements
Maintenance	Poor performance of assets or amenities. Risk to health and safety to the general public.	L	All assets owned by the Parish Council are regularly inspected, reviewed and maintained. All repairs and relevant expenditure relating to repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. An annual inspection of play equipment is carried out by a qualified third party to comply with RoSPA requirements. Reported faults/damage are dealt with promptly under the Clerk's delegated responsibilities. Assets are insured.	Existing procedures meet requirements
Notice Board	Risk of damage	L	The Parish Council currently has one notice board. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with Council procedures.	Existing procedures meet requirements

Meeting locations	Adequacy Health & Safety	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The venue is compliant with Disability Laws.	Venue meets requirements.
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk/RFO. Records include historical correspondences, minutes, insurance policy and information, bank records, policies, data protection records, Members declaration of interests. All documents are kept secure.	Damage (apart from fire) and theft is unlikely and so provision meets the expected requirements..
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Council computer in the Village Hall. Back ups of electronic data are made at regular intervals.	Existing procedures meet requirements

Approved at the Parish Council Meeting held on

Signed: _____ Chair

Signed: _____ Clerk