

Much Marcle Parish Council Risk Assessment – July 2023

To be reviewed annually or as risks change.

Approved 17th July 2024

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 the 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 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 Herefordshire Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
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 or when necessary
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements	Existing procedure adequate.
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipt of grant	L	The Council has Financial Regulations which set out requirements and procedures for receiving 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 approval, minuting and is listed accordingly if a payment is made.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	The Council has Financial Regulations which set out requirements and procedures for both regular revenue payments and capital items.	Existing procedure adequate.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	The Council has Financial Regulations which set out requirements and procedures. All salary payments approved by bi-monthly meeting. Payroll Company used to minimize risk.	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate. 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	Annual Return is completed and submitted to the Council within the prescribed time frame by the Clerk. Return is submitted to the internal auditor for completion, signed by the Council and sent to the External Auditor, if appropriate, within the time frame	Existing procedures adequate
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.	Existing procedures adequate – see Financial risk assessment.
Minutes/agendas/ Notices – Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed in accordance with legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate Members adhere to the Code of Conduct.
Members Interests	Conflict of Interests Register of Members Interests	L M	Declarations of Interest by members at Council meetings Register of members interest forms reviewed annually or sooner if necessary.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance	L L L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities are a necessity and within policies. Ensure compliance measures are in place.	Existing procedures adequate. Insurance reviewed annually
Data Protection	Policy provision	L	The Parish Council is registered with the ICO	Ensure annual renewal of registration.

Freedom of Information	Policy Provision	L	The Council will react as necessary to requests. The PC is aware that if a substantial request came in it could generate a number of additional hours work. The PC can request a fee to supplement the extra hours. The Clerk maintains a Publication Scheme.	Monitor any requests made under FOI
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or Damage Risk/damage to third party property	L	An annual review of assets is undertaken for insurance provision. See Asset Register and Risk Schedule	Existing procedures are adequate
Injury	Injury to employee, member or third party	M	All assets and equipment are insured and adequate liability is held to cover injury.	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 in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate.
Notice Boards	Risk of damage	L	The Parish Council currently has 2 notice boards. Inspection is carried out bi-annually by a responsible councillor and by the Clerk on use.	Existing procedures adequate.
Meeting Locations	Adequacy Health and Safety	L	The Parish Council meetings are held in a venue considered to have appropriate facilities for the Clerk, members and general public. Insurance records are checked.	Existing procedures adequate.
Council Records – paper	Loss through: Theft Fire Damage	L L L	The current Parish Council records are stored at the home of the Clerk. Historical records are stored in the home of the Clerk and the Herefordshire Archive Records Office.	Damage (apart from fire) and theft is considered unlikely and so provisionadequate.

Council records: Electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at her home. Back ups are made at regular intervals. All minutes; agendas; financial papers and policies are also uploaded to the website.	Existing procedures considered adequate.
Website	Out of Date Hacked by Third Party	M L	Clerk ensures content is updated following each meeting. The site is maintained by a reputable local web service.	Existing procedures considered adequate.

