

CREDNHILL 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 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 Credenhill 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 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 precept meeting the 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. Review and approval of all bank balances, income and expenditure at Parish Council Meetings. | Existing procedure adequate Review the Financial regulations when necessary |
| Bank and banking | Inadequate checks Banks mistakes | L L | The Council has Financial Regulations which set out banking requirements. Monthly reconciliation and internal audit | Existing procedure adequate Existing procedure adequate |

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| 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 | Parish Council is in receipt of discretionary grants and has no reliance on them to conduct day to day operations. Grants are allocated to appropriate reserves and ring fenced as required in financial statements. | Existing procedure adequate |
| Charges-rents receivable | Payment of rents | L | The Parish Council receives Rent each month. A Lease Agreement has been signed and rent income reviewed annually. | Existing procedure 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, noted in the minutes, and listed accordingly if a payment is made. | Existing procedure adequate. |
| Best value accountability | Work awarded incorrectly. | L | Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken as per the financial regulations. 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. |
| | Overspend on services. | M | The budget to actual spend is reviewed monthly and presented by the RFO in the Parish Council meeting where under and overspends are discussed. The budget is reallocated during the year between cost codes to ensure that the overall spending is managed, and any surplus or deficit is considered during the budgeting process for the following year. | Existing procedure adequate. |
| Employees | Fraud by staff | L | Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Clerk is unable to make payments and all payments require 2 authorisations. | Existing procedures adequate. Monitor insurance annually. Existing procedures adequate. |
| VAT | Reclaiming/charging | L | The Council has Financial Regulations which set out the requirements. | Existing procedures adequate |

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| Annual Return | Submit within time limits | L | Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within 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, including reference to the power used under the Finance section of agenda and Finance report monthly. | Existing procedures adequate |
| Minutes/agendas/ Notices, Statutory Documents` | Accuracy and legality | L | Minutes and agenda 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. |
| | Register of members interests. | L | Register of members' interests' forms reviewed regularly. | Members take responsibility to update register. |
| Insurance | Adequacy | L | 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. |
| | Cost | L | | |
| | Compliance | L | | |
| | Fidelity Guarantee | M | | |
| PHYSICAL EQUIPMENT OR AREAS | | | | |
| Assets | Loss or damage Risk/damage to third party (i.e.) property | L | An annual review of assets is undertaken for insurance provision. Weekly/Daily visual checks are completed by the clerk and Street Cleaning member of staff, matters arising reviewed on a cost basis to decide if an insurance claim is the right course of action. Minor issues are dealt with as and when required. CCTV in place at Community Centre. | Existing procedures adequate |
| | | L | | |

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| Buildings | Fire | L | Tenants are charged with the responsibility to complete all necessary assessments and checks. Where the Parish Council has responsibility, those checks are routinely completed. | Review when tenancy changes occur. |
| Buildings | Asbestos | M | All buildings, where applicable, have a Survey Report, register, and management plan in place. Routine reviews with tenants to ensure that plans are adequate, and staff are trained where applicable (see detailed reports for further information). | Review Annually and when maintenance work is required. |
| Buildings | Electrical | L | Fixed wire inspections are completed in required time frame and reviewed as applicable both by the Parish Council or the tenant depending on responsibility detailed in the lease/licence. | Every 3/5 years depending on asset. |
| 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 |
| Notice Board | Risk of damage | L | The Parish Council currently has one notice board. It is inspected monthly. | Existing procedures adequate |
| Meeting locations | Adequacy Health & Safety (inc COVID 19) | L | The Parish Council meeting are held in a venue considered to have appropriate facilities for the Clerk, members, and the public. Where appropriate and legal to do so virtual meetings will be used. | Existing procedures adequate |
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| Council records – paper | Loss through: Theft Fire damage | L L L | <p>The day-to-day Parish Council records (current financial year) are stored at the home of the Clerk. Records include correspondences, minutes, insurance, bank records. The documents are stored in files in the office and electronically on the Parish Council Laptop with OneDrive backup.</p> <p>Historical records (last 6 years) are stored in a locked cupboard at the Community Hall in airtight waterproof boxes. Weekly/Monthly/Annual fire checks are completed by the tenant to ensure that the building complies with the latest regulations.</p> <p>When records reach 7 years old, they are transferred to Herefordshire Archives storage for permanent retention as required. All nonessential paperwork is shredded as required.</p> <p>Parish Council original deeds are stored with solicitor.</p> | Damage (apart from fire) and theft is unlikely and so provision is adequate, electronic copies of all important documents are also kept. |
| Council records – electronic | Loss through: Theft, fire damage corruption of computer 3 rd party hacker | L L M | <p>The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Backups of electronic data are made continuously using Microsoft OneDrive and historic emails are stored on Gmail. Passwords are used for all PC's as well as all applications. A suitable firewall and antivirus are in place and kept up to date to prevent hackers.</p> | Existing procedures considered adequate |

These Standing Orders were adopted by the Credenhill Parish Council at a meeting of the Council held on 17th May 2023.