

Parish Council Risk Assessment

Risk assessment is a systematic review of working conditions, workplace activities and other factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then 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.

Councillors

Loosing Councillor membership or having more than 3 vacancies at any one time. When a vacancy arises there is a legal process to follow. This either leads to a by-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 3 vacancies at any one time on the Council it becomes inquorate. The legal process of the District Council appointing members then takes place.

Precept

Adequacy of precept.

To determine the precept amount required, the Parish Council regularly reviews budget information and the precept is an agenda item at a Council meeting. At the Precept meeting the Council agree a Precept and this figure is submitted by the Clerk in writing to ECDC.

Bank and banking

Inadequate checks, Bank mistakes, Charges.

The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Monitor the bank statements monthly.

Loss of signatories.

The Parish Council would choose replacements but the bank takes time to implement changes.

Litigation/Potential risk of legal action being taken against the Council - Public liability insurance

Rent receivable – ensure tenants of land – currently Mr Wallis and Agreserves Ltd. pay correct/timely rent

VAT Re-claiming - The Council has Financial Regulations which set out the requirements. VAT is claimed yearly.

Employers Annual Return - Paying and accounting for NI and

Tax of employees salaries is completed and submitted online direct to HMRC within the prescribed time frame by the Clerk.

Audit -Internal

An Internal Auditor is appointed by the Council. The Internal Auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor.

Annual Return

Completion/Submission within time limits.

The Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.

Minutes/Agendas/Notices/Statutory documents

Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting.

Minutes and agenda are displayed according to the legal requirements.

The Transparency Code for Smaller Authorities is followed.

Insurance Adequacy/Cost

An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.

Assets Loss or Damage

An annual review of assets is undertaken for insurance purposes and the Asset register is regularly updated.

Maintenance of assets and amenities.

All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.

Ensure inspections carried out.

Assets include Playpark equipment, notice boards, street furniture, bus stops, street lights and signs.

Meeting location

The Parish Council Meetings are held at the Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from

Health & Safety and comfort aspects.

Council records - paper

Loss through: theft, fire, damage

The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a filing cabinet (not fire proof) and older more historical records in the attic.

Council records -electronic

Loss through: theft, fire, damage corruption of computer

The Parish Council's electronic records are stored on the Parish computer. Back-ups of the files are taken at regular intervals. Relevent passwords are held by the Chair.

Reviewed at the meeting of:

Signed by the Chairman: