

Cofton Hackett Parish Council

Risk Assessment

Adopted at the Parish Council Meeting dated 18th November 2019

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 Cofton Hackett Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimize them.

1. 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 information on a monthly basis. 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 Bromsgrove 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 when necessary.

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Bank and Banking	Inadequate checks Bank's mistakes	L L	The Council has Financial Regulations which set out banking requirements, the Clerk performs a monthly reconciliation which is approved and signed quarterly by Councilors.	Existing procedure adequate.
Theft of Cash	Loss through dishonesty	L	The Council holds no petty cash, any cash collected is banked by the Clerk and included in the reconciliation procedure.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Council	M	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against	Insurance is adequate for requirements but there is still risk of other claims.
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 does not presently receive any regular grants.	Procedure would be formed, if required
Grants and Support Payable	Power to pay, Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Charges and Rents Receivable	Payment of rents	L	The Parish Council collects Allotment rents in January each year. Allotment holders have signed agreements and rent income reviewed annually. Mission Hall rents are collected monthly and rent income is reviewed annually.	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.

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Salaries and Associated Costs	Salary paid incorrectly.	L	To be addressed by Clerk after consultation with Chair of Finance	Existing procedure adequate.
	Unpaid Tax to Inland Revenue.	L	Tax is paid monthly by standing order to HMRC.	Existing procedure adequate.
Employees	Loss of key personnel	L	Reference to the Continuity Plan should be made in case of loss of key personnel. Insurance policy includes time limited payment for employment of temporary staff in the event the Clerk is indisposed. Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Continuity plan will be written which will detail mitigation strategies
	Fraud by staff	L		Review existing procedures and policy
	Health and safety	L		Monitor health and safety requirements and insurance annually.
Election Costs	Risk of an election	H	No earmarked reserves set aside for election costs	Adjust budget to make allowance for this eventuality
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements, Clerk reclaims VAT and reports to Council.	Existing procedures adequate
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 and agendas	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.	Existing procedures adequate.
Notices, Statutory Documents	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

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Members' Interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of member's interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Councillor's activities	Councillors intimating that they have authority to speak for the council to outside bodies	L	Standing Order 24 ensures that "no councilor shall: Inspect any land and/or premises which the council has a right or duty to inspect; or issue orders, instructions or directions unless authorized by resolution". Code of conduct is approved and dictates councillor behavior.	Existing procedures adequate. When meeting with external bodies, councillors should try to have another councillor or the clerk present. Meeting notes should be taken, circulated and filed with Clerk.
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.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. FOI requests are processed by the Clerk, receipt of information is confirmed by signature of the requester. The Parish Council is aware that if a substantial request was received 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

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) Identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
	Risk/damage to third party property	L		
Allotments	Allotments being used in contravention with rental agreement	L	Quarterly checks to be undertaken and documented.	Include in Continuity Plan
Myhill Field Playground	Play equipment damaged or faulty	M	Monthly checks undertaken and documented.	Include in Continuity Plan
Mission Hall	Hall being used in contravention with lease	L	Annual checks to be undertaken and documented.	Include in Continuity Plan
	General state of repair is poor	L	Required repairs identified and actioned in accordance with current procedures.	Include in Continuity Plan
Cofton Village Hall	Hall being used in contravention with lease	L	Annual checks to be undertaken and documented. PC representative attends Trustee Meetings	Include in Continuity Plan
	General state of repair is poor	L	Required repairs identified and actioned in accordance with current procedures.	Include in Continuity Plan
Cofton Hackett Village Hall land	Trees/shrubbery overgrown and potentially hazardous	M	Quarterly checks to be undertaken and documented.	Include in Continuity Plan
Maintenance of other assets	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

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Trees on Parish Council Land	Trees/shrubbery overgrown and potentially hazardous	M	Annual checks to be undertaken and documented	Inventory of all areas of PC responsibility to be constructed and then to include in Continuity Plan
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 are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
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 L L	The Parish Council records are stored at the home of the Clerk & Cofton Village Hall. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable room at Cofton Village Hall.	Damage and theft is unlikely and so provision is adequate.
Council Records – Electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Back ups of electronic data is made at regular intervals to external hard drive which is stored at the Village Hall. Electronic records are automatically replicated to Cloud storage by the Clerk.	Existing procedures considered adequate
Web Site	Out of date Hacked by third party	L L	The Clerk is responsible for maintaining the web-site, assisted by the web management company.	Existing procedures adequate.

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Street Furniture	Damage Injury to member of public	M	The Parish Council holds adequate insurance to mitigate against risks.	Check that existing procedures adequate and include in Continuity Plan