

## Notes

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental 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. Making sure that all employees are made aware of the results of the risk assessment.

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. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Subject	Risk(s) Identified	H/M/L	Control of risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's home. The Clerk makes regular back-ups of files to an external hard drive. In the event of the Clerk being indisposed the Chairman to contact SLCC & ERYC for advice.	Existing procedures adequate. Review annually or when necessary.
Financial records	Inadequate records Financial irregularities	L	The Council has set financial procedures: All transactions are reviewed and minuted at each meeting. The financial records are audited at least once per financial year. All financial records are published on the Parish Council website as required by the Transparency Code.	Existing procedure adequate. Review the Financial Regulations annually or when necessary.
Banking	Inadequate checks Bank mistakes Loss Charges	L	The Council has 3 bank account signatories at any one time. All internet bank transactions are approved via e-mail by either the Chairman or the Vice-Chairman before payment is made. The Clerk reviews the bank statements monthly. All transactions are reported at each meeting.	<b>Existing procedure to be updated to allow for bank transaction approval by 2 signatories directly on the banking app/website.</b> Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election.
Precept	Adequacy of precept Requirements not submitted to ERYC Amount not received by ERYC	L	The Council reviews the Precept requirement annually at the January meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from ERYC. This figure is submitted by the Clerk in writing to ERYC. The Clerk informs Council when the monies are received – usually April & September.	Existing procedure adequate.

Assets	Loss or Damage Risk/damage to third party(ies)/property	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks made of all equipment by Members of the Parish Council or Clerk.	Existing procedure adequate. Review insurance requirements annually.
VAT	Reclaiming	L	The Clerk keeps a record of the VAT expenditure and submits a claim approx. once per year usually in September. The reclaim is then noted at the next available meeting along with all other transactions.	Existing procedure adequate
Annual Return	Submit within time limits	L	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 limits set by the External Auditor. The Annual Return is then published according to the regulations set out by the External Auditor and the Transparency Code.	Existing procedure adequate
Council records	Loss through: Theft, fire, damage Corruption of computer	M	The Parish Council's electronic records are stored on a Council computer at the Clerk's home. Back-ups of the files are taken at regular intervals on to a USB memory stick. One memory stick is kept at Chairman's home. One memory stick is kept at Clerk's home. Duplicate copy of electronic files are taken prior to each meeting.	Existing procedure adequate. Review as and when technology and/or threat advances.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers liability insurance is a necessity. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at the Village Hall. Both the Clerk and Chairman hold a key and, in the event, that either is indisposed the Chairman or Clerk will contact the Village Hall Committee for access to the building. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	Existing location adequate.
Noticeboards	Risk/damage/injury to third parties	L	Parish Council has one notice board located at the side of the village shop. All locations have approval by relevant parties, insurance cover, inspected regularly by a member of the Parish Council or Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk and 2 members of the Parish Council.	Existing procedure adequate. Review insurance requirements annually.
Street furniture	Loss or Damage Risk/damage to third party(ies)/property	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks made of all equipment by Members of the Parish Council or Clerk.	Existing procedure adequate. Review insurance requirements annually.
Legal powers	Illegal activity or payments Working Parties taking decisions	L	All activity and payments made within the powers of the Parish Council and to be resolved and clearly minuted at each meeting. Ensure established with clear terms of reference.	Existing procedure adequate.
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedure adequate. Members to adhere to Code of Conduct.

			Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair. Where the Chair is not available, the Vice-Chair will ask as the Chair.	
Public Liability	Risk to third party, property or individuals	L	Insurance is in place.	Review insurance requirements annually.
Employer Liability	Non-compliance with employment law	L	Insurance is in place.	Review insurance requirements annually.
Members Interests	Conflict of interest Register of Members interests	L	Councillors have a duty to declare any interests at the start of the meeting. Notification of Disclosable Pecuniary Interests forms to be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.