

SAUGHALL AND SHOTWICK PARK PARISH COUNCIL

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 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 by the Clerk to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

RISK ASSESSMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Parish Precept	Adequacy of precept in order for the Council to carry out its Statutory duties.	L	To determine the precept amount required, the Council receives budget update information monthly. At the Budget Council meeting Members receive 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 detailed in the Business Plan 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 Cheshire West and Chester Council. The figure is submitted by the Clerk in writing.	Existing procedure adequate.

	Precept requirements not submitted to the Principal Authority.	L	The Clerk submits the figure in writing immediately after it is agreed and informs the Council when the monies are received.	
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 considered necessary.
Bank and banking	Inadequate checks. Banks mistakes.	L L	The Council has Financial Regulations which set out banking requirements The bank statement and the accounts are reconciled on a monthly basis.	Existing procedure are adequate. Existing procedure are adequate.
Reporting and auditing	Insufficient Financial Information.	L	Financial information is a regular agenda item and discussed/reviewed and approved. At each Parish Council meeting a breakdown of receipts and payments is presented with the bank reconciliation.	Existing procedures are adequate.
Grants	Receipt of grant.	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required.
Charges-rents receivable	Payment of rents.	L	The Parish Council collects peppercorn rents from Saughall Cricket Club and Saughall Uniformed Groups.	Existing procedure are 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, recorded in the minutes and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedures are adequate.
Best value accountability	Work awarded Incorrectly. Overspending on services because charges to the Parish Council are too high.	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 are sought. If problems were encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedures are adequate and in accordance with the Council's Standing Orders.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	The only paid employee is the Clerk. The Clerk presents a monthly account and itemises the wages and expenses together with receipts where appropriate. The Parish Council must approve this before payment is made by cheque. Internal auditor ensures that deductions are properly administered.	Existing procedures are adequate.
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures are adequate.

VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures are adequate.
Annual Return	Submit within time limits	L	An Annual Return completed and signed by the Council is submitted to Internal Auditor for completion and signing and is then checked and sent to External Auditor within time frame laid down.	Existing procedures are adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council are resolved at Council meetings.	Existing procedures are adequate.
Minutes/Agendas/ Notices Statutory Documents`	Not legal or accurate	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements in respect of Access to Information Regulations. Minutes are approved and signed at the next ordinary Council meeting.	Existing procedures are adequate.
	Business conducted	L	Agendas are published according to legal requirements. Business conducted at Council meetings should be managed by the Chairman.	Members adhere to their Code of Conduct and to the Council's Standing Orders.
Members interests	Conflict of interests	L	Members are asked to declare any interests relevant to the Agenda items at the beginning of each meeting.	Existing procedures are adequate.

	Register of Members' interests	M	Register of Members' interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy Cost	L L	An annual review is undertaken of all insurance arrangements prior to the renewal of the Councils.	Existing procedure are adequate.
	Compliance	L	Employers and Employee liabilities are a necessity and within policies.	The insurance cover is reviewed annually.
	Fidelity Guarantee	M	Ensure compliance measures are in place and Fidelity checks in place.	
Data protection	Policy provision	L	The Clerk is registered with the Information Commissioner.	Ensure annual renewal of registration
Freedom of Information	Policy provision	L	The Council has a Model Publication scheme in place which is published on its website. Agendas and Minutes are also available on the website.	Monitor any requests made under FOI
		M	The Parish Council responds within the timescale laid down to FOI requests. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours.	

PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (ies) property	L	An annual review of assets is undertaken for insurance provision.	Existing procedures are 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/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures are adequate.
Notice Boards	Risk of damage	L	The Parish Council has a number of notice boards. No formal inspection procedures are in place but any reports of damage and faults are reported to the Council. Any costs for repairs/maintenance work are subject to approval by the Council.	Existing procedures are adequate.
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meetings are held in venues considered to have appropriate facilities for the Clerk, Members and the general public.	Existing procedures are adequate.
Council records – paper	Loss through: Theft	L	The Parish Council's deeds are securely stored by Topwood Ltd in Malpas. The	Damage (apart from fire) and theft is unlikely and so

	Fire damage	M L	signed Council Minutes are deposited in the Public Records Office on an annual basis.	provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council's electronic records are stored on the Clerk's computer in her home. Back-ups of electronic data are made at regular intervals.	Existing procedures are considered adequate.