Marston Parish Council Risk Assessment

A risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Marston 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 Marston 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 in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept setting 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	Existing procedure adequate

			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 Wiltshire Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received, and this is minuted.	
Financial Records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements.	
	Financial irregularities	L	The Council has Financial Regulations which sets out the requirements.	
Bank and banking	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements The Council has a Financial Control Document	
	Banks mistakes	L	Monthly reconciliation	

FINANCIAL AND MANAGEMENT				
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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.	
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 minutes and listed accordingly if a payment is made using General Power of Competence.	
Best value accounts	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. 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.	
	Overspend on services	M	No work is carried out without approval at a Council meeting.	

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**L/M/ H**	**Management/control of risk**	**Review/Assess/Revise**
Employees	Fraud by staff	L	PC have a 'No Cash' Policy in place.	
	Adverse weather conditions	L	The Clerk keeps the council's computer records at home. All members hold contact details for each other.	
	Health and safety	L	Clerk is provided with adequate direction and training needed to undertake their role. Health and Safety Policy reviewed annually. Home working Risk Assessment completed and reviewed.	
Volunteers	Health and safety	L	Volunteers are provided with inductions. Adequate direction and safety equipment, training, information and supervision is provided. Risk Assessments that are proportionate to the level of risk involved in the activity are completed and	

			reviewed	
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements on a quarterly basis.	
Annual Return	Submit within time limits	L	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.	

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**L/M/ H**	**Management/control of risk**	**Review/Assess/Revise**
Minutes/ **agendas/ notices** **Statutory Documents`**	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. Agenda displayed according to legal requirements. Third party professional advice is taken where necessary.	
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair. As guided by Standing Orders.	
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	
	Register of	M	Register of member's interest's forms reviewed	

	members interests		annually. Councillors notify the Clerk of any changes throughout the year and all members sign the PC Code of Conduct.	
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements. Employers, Employee and Public liabilities are a necessity and within policies.	
	Cost	L	Price comparisons are undertaken for best value as per financial regulations and subject to model polices of NALC.	
	Compliance	L	Ensure compliance measures are in place.	
General Data Protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency (ICO)	
Freedom of	Policy provision	L	The Council has a scheme in place.	

Information		M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.	

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**L/M/ H**	**Management/control of risk**	**Review/Assess/Revise**
Assets	Loss or damage	L	An annual review and valuation of assets is undertaken for insurance provision	
	Risk/damage to third party property	L	Insurance provision in place	
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. Quarterly visual inspections of the assets as per the asset register are carried out and recorded on the relevant inspection schedule. Repairs required are actioned and signed off at	

			completion.	
Notice Board	Risk of damage	L	The Parish Council currently has 2 notice boards. Formal inspection procedures are in place. Any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the procedures of the Council.	
Meeting locations	Adequacy Conduct & Security	L M	The Parish Council meeting is held in the Marston Chapel a venue considered to have appropriate facilities for the Clerk, members and the general public.	
	Health & Safety	M	H&S Policies are then reviewed and approved annually.	
Council records – paper	Loss through:		Only historical paper documents including correspondences, minutes, insurance, bank records are at risk of fire/theft. These are currently held with the Clerk at home. All old minutes books, financial records are held at Wiltshire Council for safe keeping. Any financial records are held by the Clerk for a minimum of 7 years and then disposed	
	Fire	M		
	Theft	M		

			with in accordance with the Destruction of Records Policy. All minutes will be kept for a minimum of two years before being deposited with the Wiltshire Council for safe keeping.	
Council records – electronic	Loss through:		The Parish Council electronic records are stored on the Computer of the Clerk. Storage and back up of correspondences, minutes, insurance, bank records etc is made.	
	Theft, fire damage	H		
	corruption of computer	H		