

## GARWAY PARISH COUNCIL

### RISK ASSESSMENT SCHEME

The management of risk is an important part of the Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment happens all the time, but once a year, the Council brings the information together and collates it in a single document.

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.

<b>Management</b>				
<b>Subject</b>	<b>Risk(s)</b>	<b>H/M/L</b>	<b>Management/Risk Mitigation</b>	<b>Review/Assess/Revise</b>
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All electronic files are backed up to USB stick.	Review when necessary.
Meeting Location	Adequate Health and Safety	L	Meetings are held in the parish hall. The clerk, chair and vice chair have access to entry code.  A Health& Safety notice for the parish hall.  All the premises and facilities are considered to be satisfactory from a health and safety, accessibility and comfort for the clerk, councillors and member of the public.  There is disabled access and accessible toilet.	Maintain currency of guidance as necessary
Council Records	Loss through theft, fire, damage	L	Papers both current and legacy are maintained by the clerk at their home address.	Damage or fire is unlikely and so provision adequate
Council Records electronic	Loss through damage	L	Key councils records are kept on the parish council website and the clerk's laptop which are regularly backed	Access log-on codes provided to the chair and vice chair.
<b>Finance</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control Risk</b>	<b>Review/Assess/Revise</b>
Precept	Adequacy of Precept	M	Sound budgeting to underlie annual precept. The Financial Working Group to monitor budget information and detailed	Existing procedure considered adequate.

			budgets are prepared in the autumn. The Parish Council considers the precept in the November meeting.	
Insurance	Adequacy, Cost, Compliance	L L L	An annual review is undertaken of all insurance requirements and cover is adjusted as necessary.	Existing procedure considered adequate. Review provision and compliance annually
Banking	Inadequate checks	L	The Council follows its Financial Regulations which sets out the arrangements for banking	Existing procedure considered adequate. Review Financial Regulations as required.
Cash	Loss through theft or dishonesty	L	Monthly reconciliation prepared by the Clerk/RFO and checked by the Chair at the Parish Council meetings. Two signatories required on cheques.  Internal and external audit undertaken  No normal use of petty cash	Existing procedure considered adequate  Annual Review of Financial Regulations
Clerk	Loss of Clerk  Fraud  Actions Undertaken	M  L  L	In the event of the clerk resigning the Council will enlist the services of Herefordshire Association of Local Councils (HALC) until a replacement has been appointed.  The requirements of the Fidelity Guarantee insurance must be adhered to, Internal procedures are in place.  Clerk should be provided with relevant training, reference books, access to assistance and legal advice through HALC	Membership of HALC maintained.  Monitor working conditions  Existing procedure considered adequate
Payroll	Breach of employment laws including tax	L	Procedures in place. HALC provide details of relevant changes in employment law. Payroll is outsourced to a payroll company	Annual Audit undertaken by Internal Auditor
Election Costs	Risk of election costs	M	Risk in an election year. There are no measures, which can be adopted to minimise the risk of having a contested election. Costs are met from General Reserves.	Existing procedure considered adequate

	Risk of election to fill a casual vacancy	M	Cost of the election would be met from General Reserves.	
VAT	Re-claiming charging	L	The Council has financial regulations which set out the requirements. VAT recovered quarterly.	Existing procedure considered adequate
Annual Governance and Accountability	Not submitted within time limits	L	AGAR is completed and signed by the Council and the Internal Auditor. It is then checked and forwarded to the External Auditor within time limit. Clerk prepares a timetable for submission	Existing procedure considered adequate

### Assets

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Street furniture and office equipment	Damaged bins, noticeboards etc	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by Parish Council staff	Existing procedure considered adequate
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.	Existing procedure considered adequate
Minutes/Agenda  Statutory documents	Accuracy and legality  Non-compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements  Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval until the following meeting  Minutes and agenda are displayed according to legal requirements.  Business conducted at Council meetings should be managed by the Chairman according to Standing Orders	Existing procedure considered adequate  Undertake appropriate training  Members to adhere to Code of Conduct and Standing orders
Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedure considered adequate
Employer Liability	Non-compliance with employment law	L	Undertake ongoing training to ensure all members are aware of current legislation.	Existing procedure considered adequate

Employee Liability	Causing injury (damage) to employee property	L	Seek advice from the Council's insurance company where required.	
Councillor Liability	Causing injury (damage to Councillors)	L	Employer's liability insurance in place	
			Insurance cover in place	
			Insurance cover in place	
Legal Liability	Legality of Activities	L	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedure considered adequate
	Proper and timely reporting via Minutes	L	Council always receives and approves minutes at meetings	Existing procedure considered adequate
	Proper document control	L	Retention of document policy in place	Existing procedure considered adequate
<b>Council Reputation</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Councillor and staff	Bringing the Council into disrepute	M	Councillors receive and receive training on the Code of Conduct  A professional approach is undertaken on all Parish Council matters	Councillors have not received training  Members to identify training needs

<b>Relevant Documentation</b>	
<ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Code of Conduct</li> <li>• Equality Act 2010</li> <li>• Employments Rights Act 1996</li> <li>• Data Protection Act 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government Act 1972</li> <li>• Local government Act 2000</li> <li>• Audit Commission Act 1998</li> <li>• Local Government Act 2003</li> <li>• Local Audit and Accountability Act 2014</li> <li>• Localism Act 2011</li> </ul>

Review Date – June 2022