

TITTLESHELL PARISH COUNCIL

Adopted and Approved 16th May 2023-Item no 13

Risk Management Schedule

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, as far as is practically possible.

| This document has been produced to enable my Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. | | | | |
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| 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 monthly. 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 Breckland 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 |
| Bank and banking | Inadequate checks Banks mistakes | L L | The Council has Financial Regulations which set out banking requirements Monthly reconciliation | Existing procedure adequate Existing procedure adequate |
| Reporting and auditing | Information communication | L | Financial information is a regular agenda item and discussed/reviewed and approved at each meeting. Internal audit completed annually by independent, competent person. | Existing procedures adequate. |
| Grants | Receipt of grant | L L | Any grant received is recorded as income and restricted to specific spend according to terms of grant application/award. Council is not dependent on grants for normal revenue spend. | Existing procedure adequate. Existing procedure adequate. |

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| 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. |
| 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. |
| Salaries and assoc. costs | Salary paid monthly via PAYE Basic tools. PAYE Tax paid to Inland Revenue monthly | L | All such expenditure goes through the required Council process of approval, minuted and listed accordingly | Existing procedure adequate. |
| Employees ¹ | Fraud by staff Health and safety | L L | Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles | Existing procedures adequate. Monitor health and safety requirements and insurance annually. |
| VAT | Reclaiming/charging | L | The Council has Financial Regulations which set out the requirements. | Existing procedures adequate |
| Annual Return | Submit within time limits | L | The Annual Return (AGAR) is completed and submitted with the prescribed time frame by the Clerk. Annual Return (AGAR) 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/agendas/ Notices Statutory Documents` ² | Accuracy and legality Business conduct | L 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. Business conducted at Council meetings should be managed by the Chair | Existing procedures adequate. Members adhere to Code of Conduct |
| Members interests | Conflict of interests | L | Declarations of interest by members at Council meetings. | Existing procedures adequate. |

¹ The Local Authorities (indemnities for Members and Officers) Order 2004/3085

² Local Government Act 1972, sch.12, para.10(2)(a)

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| | Register of members interests | M | Register of members interests book signed at relevant meetings. | Members take responsibility |
| 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 (GDPR) | Policy provision | L | The Parish Council is registered with the Information Commissioners Office (Data Protection Agency) | Ensure annual renewal of registration |
| Freedom of Information | Policy Provision | L M | The Council has a Model Publication scheme in place. Any requests are dealt with within the appropriate timescales. 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. | Monitor any requests made under FOI |
| PHYSICAL EQUIPMENT OR AREAS | | | | |
| Assets | Loss or damage Risk/damage to third party (ies) property | L L | A review of assets is undertaken for insurance provision annually. | Existing procedures 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 adequate |
| Notice Board | Risk of damage | L | The Parish Council notice board is inspected on a monthly basis. | 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 M | The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. The documents are stored in a lockable cabinet. | Damage (apart from fire) and theft is unlikely and so provision is adequate. |
| Council records – electronic | Loss through: Theft, fire damage or corruption of computer | L M | The Parish Council electronic records are stored on a laptop held with the Clerk at her home. Backups of electronic data are made at regular intervals. Laptops are password protected. | Existing procedures considered adequate |