

Ashurst Parish Council Risk Assessment and Management Scheme, including Ashurst Public Recreation Ground

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.

This document enables Ashurst Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

H/M/L – High/Medium/Low Risk

Date of Adoption: September 2017

To be reviewed: Annually in May

FINANCIAL AND GOVERNANCE				
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	<p>To determine the precept amount required, the Council regularly receives budget updates, financial statements and bank reconciliations from the Clerk.</p> <p>At the November meeting 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 Horsham District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.</p>	Existing procedure adequate when budget and precept submitted together at January meeting.

FINANCIAL AND GOVERNANCE CONT.				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Clerk uses HMRC Basic PAYE Tools Application to perform most payroll tasks, including working out the tax and National Insurance for and sending this information to HMRC.	Existing procedures adequate
Financial Records	Inadequate records Financial irregularities	L L	The council has Financial Regulations which set out the requirements	Existing procedures adequate. Financial Regs to be adopted at the Annual Meeting every May
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate and current insurance contains a Fidelity Guarantee.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate. Financial Regs to be adopted at the Annual Meeting every May
Cheques	Fraud by staff Mistakes Received cheques not being paid in	L L L	All cheques written are signed by two councillors and the Clerk and counterfoil initialled. All expenditures listed in minutes. Incomes received banked within 5 working days. All incomes listed in the minutes.	Existing procedures adequate. Financial Regs to be adopted at the Annual Meeting every May
Annual Return	Submit within time limits	L	Annual Return is completed and submitted within the prescribed time frame by the Clerk. 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.	Existing procedures adequate.

MANAGEMENT & LIABILITY				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
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	Existing procedures adequate. Council to resolve to adopt the General Power of Competence at the meeting following the Clerk's completion of CiLCA
Minutes/agendas/ Notices Statutory Documents	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 the NALC Template Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed annually.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	Reviewed prior to policy renewal. All associated liability covered. Policy updated as new assets added. Policy includes Fidelity Guarantee.	Policy renewal due May 2018. Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Check registration and annual renewal
Freedom of Information	Policy Provision	H M	The Council does not currently have a Model Publication scheme in place. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.	Clerk to develop Model Publication scheme. Monitor any requests made under FOI
Transparency and accountability	Policy provision	M	The Council has adopted the Transparency Code for Smaller Authorities in accordance with the the Local Audit and Accountability Act 2014	Existing procedures adequate.

PHYSICAL EQUIPMENT, AREAS & LIABILITY				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets of both the Council and Recreation Ground Trust (RGT) is undertaken for insurance provision – the only assets the Council owns are the laptop, projector and notice board, and the RGT the buildings and play equipment at Ashurst Recreation Ground.	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. Monthly inspections of the play equipment performed by HDC, and annual inspections are commissioned by Wicksteed. Further detail of risk assessment at ARG to be documented. Clerk plus one member to attend Asbeston & Legionella Training.	Existing procedures adequate
Notice Board	Risk of damage	L	The Parish Council currently has one notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	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
Employees/councillors	Health & Safety	M	All employees/councillors to be provided with the Health & Safety Policy	Health & Safety Policy to be written by Clerk an adopted by the Council. Monitor health and safety requirements and insurance annually.

PHYSICAL EQUIPMENT, AREAS & LIABILITY CONT.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Council records – paper	Loss through: Theft Fire Damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance & bank records.	Existing 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 the Council laptop held with the Clerk at his home. Back-ups of electronic data are made onto OneDrive which the Clerk has access to, as well as to a USB stick.	Back up will be made upon acquisition of Council laptop.