

Eversholt Parish Council

Risk Assessment

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 has been produced to enable Eversholt Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Adopted by the Parish Council: ...February 2018.....
 Reviewed by the Parish Council: ...March 2019.....
 Reviewed by the Parish Council: ...May 2020.....
 Reviewed by the Parish Council: ...May 2021.....
 Reviewed by the Parish Council: ...March 2022.....
 Reviewed by the Parish Council: ...February 2023.....
 Reviewed by the Parish Council: ...February 2024.....

FINANCIAL AND MANAGEMENT

Subject	Risk(s) indentified	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. At the budget/precept meeting the Council receives a budget report, including actual position and projected	Existing procedure adequate

			<p>position to the end of year and indicative figures or costings. 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 Central Bedfordshire Council. The figure is submitted by the Clerk in writing</p> <p>The Clerk informs the Council when the monies are received</p>	
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 annually
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation	Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and reviewed and approved at each meeting	Existing procedures adequate
Grants	Failure to understand, seek, secure and spend grants	L	Regular financial reporting to the Parish Council by the Clerk	Existing procedures adequate

Charges-advertising	Payment for adverts	L	The Parish Council collects advertising revenue from March to April each year.	Existing procedure 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, 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 incorrectly. Unpaid Tax to Inland Revenue	L L	Outsource payroll administration and reporting to HMRC	Existing procedures adequate
Employees	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	Employers Annual Return is completed and submitted with the prescribed time frame by the Clerk.	Existing procedures adequate.

			Annual Return completed and signed by the Council, submitted to internal auditor for completion and then checked and sent to External Auditor within time frame.	
Legal Powers	Illegal activity or payments	L	All activity and payments are to be within the powers of the Parish Council as identified by the Clerk	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate. Members adhere to Code of Conduct
	Business conduct	L	Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings	Existing procedures adequate
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	Policy provision	L	The Parish Council adheres to data protection regulations as directed by the Clerk	Existing procedures adequate
Freedom of Information	Policy Provision	L	The Council has a Model Publication scheme in place.	Monitor any requests made under FOI

		M	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 L	An annual review of assets is undertaken for insurance provision	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 currently has three notice boards. No formal inspection procedures are in place but any reports of damage and 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

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. The documents are stored in a lockable location in cabinets	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. Back ups of electronic data is made at regular intervals	Existing procedures considered adequate
Council owned trees on the Recreation Ground	Loss of tree or branches	L	Injury due to falling tree or branches. The Parish Council is covered under their insurance policy for public liability	2 year assessments of the trees in place
HEALTH AND WELLBEING				
Pandemic/Virus	Inability to maintain social distancing; shared surfaces; enclosed spaces without fresh air	L	Those affected would include all Parish Cllrs, the Parish Clerk and members of the public. The Village Hall would be unavailable for meetings and therefore the Parish Council would use video conferencing for all meetings in order to meet the social distancing requirements. The Parish Council would ensure the website is up to date and all documents are available to members of the public	Risk assessment to be carried out by the Village Hall Committee and the Village Hall declared as ‘fit for use’ before the Parish Council resume meetings