

Clawton Risk Assessment

Last reviewed 25.04.2022

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Notes

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk

Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Annual Return	Submit within time limits	L	The Annual Return is completed by the Clerk, then signed by the Chairman of the Council. The return is then audited by an internal Auditor before going off to the External Auditor within time limit.	Existing procedures adequate
Assets	Loss or Damage	L	An annual review of assets is undertaken for insurance	Existing procedure adequate.
Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, online, cheques and reconciliation of accounts.	Existing procedure adequate.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked within 3 banking days. There is no petty cash or float	Existing procedure adequate. Review the Financial Regulations when necessary.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Parish Councillors	No procedure required
Council records – paper	Loss through: theft or fire damage	LM	The Parish Council records are stored at the Clerks address. Records include historical correspondence and minute books	Damage (apart from fire) and theft is unlikely, so provision is adequate
Election costs	Risk of an election cost	L	District Council covers these costs currently	

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Financial records	Inadequate records	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate.
	Financial irregularities	L	The accounts are audited by an independent person each year. Two signatures required on every cheque issued. All expenses and incoming payments are agreed at each meeting. There is as yet no facility for online banking. The Council has Financial Regulations which set out the requirements.	Review the Financial Regulations when necessary.
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.	Existing procedure adequate.
Grants - receivable	Receipt of Grants	L	The Parish Council has applied for several grants over the last year. All grants come with terms and conditions to be satisfied.	Grants are obtained for specific items/projects. The RFO is responsible for payments, cash flow and any VAT claims
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.	Existing procedure adequate.
	Cost	L	Employers and Employee liability insurance is a necessity and must be paid for	Review insurance provision annually.
Maintenance	Poor performance of	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Ensure inspections carried out
Meeting location	Adequacy	L	The Parish Council Meetings are held at Clawton Parish Hall unless there are exceptional circumstances	Existing locations adequate.
	Health & Safety	M	The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects.	
Members interests	Conflict of interest	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda	Existing procedure adequate.
	Register of Members interests	M	Code of Conduct requires register of interests by member	Members take responsibility to update the Register.

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Minutes/Agendas/ Notice Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair.	Members to adhere to Code of Conduct.
Precept	Adequacy of precept	L	To determine the precept amount required, the Parish Council regularly receives budget update information each quarter and the precept is an agenda item. With the budget 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 the District Council. This figure is submitted by the Clerk in writing to the District Council. The Clerk informs Council when the monies are received at the relevant meeting.	Existing procedure adequate
Salaries and associated costs	Salary paid incorrectly Wrong rate paid	L	The Parish Council has one employee. Salary rates are assessed annually by the PC and applied on 1 April each year.	Existing appointment and payment system is adequate.
	Unpaid Tax & NI contributions to the Inland Revenue	L	All Tax and NI payments are paid to the Inland Revenue	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Content on Parish Website	Material on the P.C. Website which does not comply with new accessability regulations. Unlawful act notices and possible court action.	M	The P.C. Clerk has an Accessibility Checker Tool which is used when documents are produced.	Regular checks and procedures in force to ensure full compliance.