



Spaldington Parish Council



.....at the heart of the Community, for the benefit of the Community.....

PARISH COUNCIL OPERATIONAL RISK ASSESSMENT

BACKGROUND AND NEED

“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 Council to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council 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 assessment.

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.

KEY TO THE RISK ASSESSMENT

- Topic – this is the Council operation that needs to be assessed
- Risk – the type of risk of the Council not fulfilling the topic
- H/M/L – the level of risk that the failing of the topic would cause to the Council and community
- Control of risk – detail of how the Council are going to evaluate and manage the risk
- Review & Assess – the actual plan that allows the risk to managed

FINANCIAL AND MANAGEMENT				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	H	The Council needs to develop and adopt a business continuity plan	Plan has been adopted and will be reviewed at the same time as the other policies of the Council (or when necessary).
Precept	Adequacy of precept	L	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting the Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk.	The financials of the Council are managed by the RFO who is a qualified accountant. The Budget is recommended by the RFO following a review of the previous year's expenditure and any new or anticipated costs for the new year. The RFO is reminded by the ERYC when the detail has to be submitted and ensures this is adequately diarised.
	Requirements not submitted to ERYC	L	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 the East Riding Yorkshire Council. This figure is submitted by the Clerk in writing to the ERYC.	
	Amount not received by the Council.	L	The Clerk informs Council when the monies are received.	
Financial Records	Inadequate records and / or Financial irregularities	L L	The Council has Financial Regulations which set out the requirements and they are based on the NALC recommendations when suitable.	Existing procedure adequate. Review the Financial Regulations annually.
Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an annual meeting and an election. Monitor the bank statements monthly.
	Bank mistakes	L	The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction.	
	Loss Charges	L L		

Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked within three banking days. There is no petty cash or float.	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Information communication	L	A financial statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank.	Existing communication procedures adequate.
	Compliance	M	Council should regularly audit internally to comply with the Fidelity Guarantee.	Council to ensure that they question all presented data by the Clerk and any queries to be thoroughly checked.
Direct costs	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
Overhead expenses	Incorrect invoicing	L	At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. The Councillors or Chair check each invoice against the cheque book or statement and associated paperwork. Council approves the list of requests for payment.	Review the Financial Regulations when necessary.
	Cheque payment incorrect	L		
Debts	Unpaid invoices	L	Unpaid sales invoices to the Council for are pursued and where possible, payment is obtained in advance.	
	Unpaid invoices	L	Where possible regular creditors are paid by direct debit	
	Direct Debit payments	L		
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 the S137 power of expenditure	Existing procedure adequate. S137 rules if required
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. A one off grant would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.

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 required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Include when reviewing Financial Regulations.
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax unpaid Tax & NI contributions to the HMRC	L L L L L L	The Parish Council authorises the appointment of all employees through the Full Council. Payroll is outsourced to a Payroll Bureau and monthly hours of employees are presented to Councillors for agreement. These are inspected at the Council meetings and signed off. The Tax and NI is outsourced to the payroll provider. All Tax and NI payments are submitted in the Inland Revenue Annual Return. The Clerk does not keep a time sheet and has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup.	Existing appointment and payment system is adequate.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate. Purchase revised books. Membership of the SLCC / ERNLLCA Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Parish Councillors	No procedure required

Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the ERYC for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements and the RFO is fully aware of the process and the evidence needed	Existing procedure adequate RFO to ensure his knowledge is adequate
Annual Return	Submit within time limits	L	Employer's Annual Return is completed and submitted online and to the External Auditor within the prescribed time frame by the Clerk. Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor (if applicable) within time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used.	Powers have been minuted
Minutes/Agendas/Notices 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.
Members interests	Conflict of interest	L	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	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
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, but proper scrutiny of costs should be done.	Review insurance provision annually.

Data protection	Policy Provision	L	The Council is registered with the Data Protection Agency The Clerk is fully trained and aware of the DPA and GDPR statutory requirements.	Ensure annual review of registration Clerk to ensure his working knowledge of the law is adequate
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Assets	Loss or Damage	H	An annual review of assets must be undertaken for insurance provision, storage and maintenance provisions.	Introduce procedure
	Risk/damage to third party(is)/property	L		
Maintenance	Poor performance of assets or amenities	H	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. All assets are insured and reviewed annually. All public amenity land is inspected regularly by parish employees.	Existing procedure inadequate. Ensure inspections carried out.
	Loss of income or performance	L		
	Risk to third parties	L		
Notice boards	Risk/damage/injury to third parties	L	Parish Council has one notice board sited in the parish. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk.	Existing procedure adequate.
	Road side safety	L		

Street furniture	Risk/damage/injury to third parties	L		
Meeting location	Adequacy Health & Safety	H	The Parish Council Meetings are held at the Fir Tree Centre. The premises and the facilities were not considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and pandemic perspective	As the location had not been used for some time, a full review will be needed when restarted.
Council records – paper	Loss through: theft fire damage	L M L	The Parish Council records are stored at the Clerk's home. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (metal filing cabinet (not fire proof but provides some protection.	Damage (apart from fire) Theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Parish Council's electronic records are stored on the Clerks computer. Files constantly back up using Microsoft One Drive and external hard drive and can be accessed via username and password from any other terminal.	Files are backed up on a external hard drive.