



# Ashington Parish Council

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 Ashington Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
<b>FINANCIAL AND MANAGEMENT</b>				
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 quarterly. At the Autumn finance 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.	Existing procedure adequate.

			The Clerk informs the Council when the monies are received.	
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 by Clerk, quarterly reconciliation checked by a Councillor	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.	Existing procedures adequate.
Grants	Receipt of Environmental Cleansing grant	L	Parish Council receives this twice per annum. Clerk reports award of grant to Council and clarifies any variations to grant expected.	Existing procedures adequate.
Charges-rents receivable	Payment of rents	L	The Parish Council collects rent quarterly from Kite & Thomas. Lease agreement is in place and rent income reviewed every three years.	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	Existing procedure adequate.  Include when reviewing Financial regulations.

			report to the Council.	
Salaries and assoc. costs	Salary paid incorrectly.	M	Clerk salary adjustments approved at Council meetings. Clerk sends new details to WSCC Payroll.	Councillor or Chairman should check that these details are correct.
	Unpaid Tax to Inland Revenue.	L	Payroll outsourced to WSCC - tax, NI and pension payments calculated and paid by them	Existing procedures adequate.
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate.
	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles	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 online with 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.
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`	Accuracy and legality	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	Existing procedures adequate.

	Business conduct	L	meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
	Register of members interests	M	Register of members interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy	L	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.
	Cost	L		
	Compliance	L		
	Fidelity Guarantee	M		
Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioners Office	Ensure annual renewal of registration
Freedom of Information	Policy	L	The Council has a Model Publication scheme in place. To date there has been no requests under FOI.	Monitor any requests made under FOI
	Provision	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 does request a fee to supplement the extra hours	

<b>PHYSICAL EQUIPMENT OR AREAS</b>				
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 Boards	Risk of damage	L	The Parish Council currently has six notice boards which are inspected every time notices are placed in the boards (normally weekly), damage is 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	Parish Council meetings are held in venues considered to have appropriate facilities for the Clerk, members and the general public (Ashington School, Sports Pavilion, Community Centre)	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 the main part of the house and some in the attic.	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 the Council laptop held with the Clerk at their home. Back ups of electronic data is made at regular intervals	Existing procedures considered adequate