

Hinton Blewett Parish Council Risk Assessment

Assessment Date: 16.10.19		Review Date: October 2020		
Subject	Risks identified	Management Control of Risk	Risk Level	Review/Assess/Revise
Code of Conduct	Failure to maintain/Update Register of Interests/Gifts	Councillors training in place to ensure all members are aware of their statutory responsibilities.	Low	Councillors were trained in 2019 after the elections.
Computing	Crash of IT System	Back of data is done on an external hard drive. Laptop is virus protected.	Medium	Anti virus is in place.
	Loss/damage arising from unauthorized use	Restrict access through use of controlled passwords. The computer is password protected.	Medium	A reliable IT company needs to be sought to be able to solve any pc issues.
	Loss arising from theft/misappropriation	Clerks house is alarmed	Medium	.
Council Meetings	Failure to meet statutory duty	All members are notified of meetings by way of a summons via an agenda All notices are posted in the prescribed places e.g. notice boards, website Minutes of all meetings are taken and kept Records are kept archived Old minutes have been archived at Guildhall in Taunton for long term safe keeping	Low	Existing location/procedure adequate
	Access	Access is available to all Provisions for Disablement & Disability Specific area for Press & Public	Low	Existing location/procedure adequate
	Personal Injury	H&S at the Village hall is adhered to.	Low	Existing location/procedure adequate
Council Property & Documents	Failure to effectively process documents	The Council has a model publication scheme in place. Any documentation can be made available to the public as per the scheme	Medium	The Clerk checks this and is responsible for updating.
	Legal Liability as a result of Asset Ownership	Adequate Public Liability Insurance is in place Register of Assets is maintained and updated frequently.	Low	Existing procedure adequate – Clerk will keep up to date. Last done July 2019.
	Loss/Damage Loss of assets	Adequate insurance against damage and theft is in place Asset Register is maintained regularly appropriate insurance cover is in place for all assets. Insurance broker checks asset register against insurance policy every year before renewing.	Low	Existing procedure adequate.

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Employment of Staff	Personnel/accidents/sudden illness and loss of Clerk	SLCC and/or ALCA to be contacted to provide locum.	Medium	Existing procedure adequate Clerk has no contract
	Inability to recruit	Jobs advertised are favourable with competitive rates of pay.	Med	
	Failure to comply with Employment Law	All staff to be issued with a Contract of Employment. The Clerk keeps aware of new legislation The necessary training to fulfill requirements is undertaken as and when		
	Inability to retain staff	Training records show gaps in training, training is available. Competitive rates of pay provided.	Low	
Financial Management	Failure to comply with Customs & Excise Regulations	VAT is properly administered VAT claims are completed and submitted promptly	Medium	Existing procedure adequate
	Failure to comply with Inland Revenue Regulations	Comprehensive records of all calculations of income tax, national insurance is kept Regular returns to Inland Revenue are prepared and submitted by the Clerk	Medium	Existing procedure adequate
	Loss of money through theft/misappropriation	Secure arrangements are in place for all monies held at the bank Prompt and proper arrangements are in place for recording and banking. Procedures covered by the Councils Financial Regulations. Bank reconciliations are done monthly and reported to full council at each meeting. The council has adequate insurance in place.	Medium	Existing procedure adequate. Checked by Cllr D Huffadine
	Failure to keep proper financial records	Clerk has responsibility through appointment of Proper Financial Officer Appropriate standing orders and financial regulations in place and are subject to annual review Effective independent internal audit is in place Monthly financial reports to go to the full council	Low	Standing Orders to be reviewed before the end of the Council year (31.03.20) Financial Regulations were renewed in October 2019. .
	Failure to maintain an effective payments system	Clerk authorises payments All payments are supported by an invoice All details are checked and payments onto Alpha All payments are approved by council and recorded in minutes. All payments are to be signed by the authorised signatories All expenditure is the subject of sound budgetary control	Low	Existing procedure adequate
Financial Management cont.				

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	<p>Failure to set a precept within sound budgeting arrangements</p> <p>Failure to maintain record of council assets</p> <p>Poor Financial Management</p>	<p>The budget is the responsibility of the Clerk who will produce the budget following an agreed timetable set out in Standing Orders. The precept is set as a result of a draft budget detailing requirements for forthcoming year for all income and expenditure Reserves are reviewed Effective budget monitoring is in place which is done and presented to the full council monthly</p> <p>All acquisitions/disposals are accurately and promptly recorded. Periodic inventory checks are done</p> <p>Clerk is responsible for the management of the financial affairs of the council (RFO) Standing Orders/Financial regulations are reviewed annually Effective budgeting system in place</p>	<p>Low</p> <p>Low</p> <p>Low</p>	Existing procedure adequate
Meeting of the Council	<p>Failure to meet statutory duty on meetings</p> <p>Failure to respond to the elector's wish to exercise its rights</p> <p>Business in Minutes</p>	<p>All notices are posted in the prescribed places 3 clear days prior to any meeting and on the website. All Councillors are notified of Meetings by way of a summons and agenda. Minutes of all meetings are taken and kept</p> <p>All members and staff are aware of Electors' Rights All procedures are followed for dealing with enquiries</p> <p>Proper, timely and accurate recording of council business is recorded in the minutes All minutes are signed and paginated Master copies are kept safe and past minutes are archived at Taunton.</p> <p>Clerk has a system of decisions taken and actions taken and followed up to completion.</p>	<p>Medium</p> <p>Medium</p> <p>Low</p>	<p>Existing procedure adequate</p> <p>Existing procedure adequate</p> <p>Existing procedure adequate</p>
Legislation and Regulations	Failure to comply with new Regulations/Legislation	<p>Clerk is qualified/trained Training policy is in place Clerk is a member of SLCC Council subscribes to appropriate publications New Councillors are trained Council is a member of ALCA</p>	Low	.

Approved at the Parish Council meeting on 21st November 2019