

# TITCHMARSH PARISH COUNCIL

## RISK ASSESSMENT - carried out on 30 March 2017

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. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which;

- Identifies the subject
- Identifies the risk level
- Manages the risk
- Reviews, assess and revises procedures if required

<u>RISK</u>	<u>RISK FACTOR</u>	• <u>CONTROL METHOD</u>	<u>FREQUENCY OF CHECK/ REVIEW RESPONSIBILITY</u>
<b><u>CLERK/EMPLOYEES /CONTRACTORS</u></b>			
Legal issues surrounding Parish Council as an employer	Low	<ul style="list-style-type: none"> <li>• Council is registered as an employer with H M Revenue &amp; Customs</li> <li>• Clerk has contract of employment and job description</li> <li>• Clerks appraisal carried out Feb 2017</li> <li>• Clerks home office risk assessed March 2015</li> <li>• Diversity and Equality Policy in place</li> <li>• Lone working policy in place March 2015</li> </ul>	Annual  Full council
Salary wrongly paid/incorrect deductions	Low	<ul style="list-style-type: none"> <li>• Payroll overseen by the RFO</li> <li>• Full council authorise all salary payment</li> <li>• Salary paid by standing order</li> </ul>	Ongoing RFO & full council

Enforced absence of Clerk	Low	<ul style="list-style-type: none"> <li>• A Councillor would stand in</li> </ul>	Ongoing risk Full council
Contractors indemnity insurance	Low	<ul style="list-style-type: none"> <li>• Copy of relevant paperwork obtained prior to commencement of works</li> </ul>	Ongoing risk Clerk
Written agreements with contractors	Low	<ul style="list-style-type: none"> <li>• Copy of relevant paperwork obtained prior to commencement of works, for large projects</li> </ul>	Ongoing risk Clerk Full council
Clerk as a lone worker	Low	<ul style="list-style-type: none"> <li>• See policy Lone Worker Policy</li> </ul>	Annual Full council
Titchmarsh Times	Low	<ul style="list-style-type: none"> <li>• Terms of engagement clearly set out, and will be signed by the Production Co-ordinator</li> <li>• Draft publication discussed at Parish Council meeting prior to printing.</li> </ul>	Full council
<b><u>FINANCE</u></b>			
Annual appointment of internal auditor	Low	<ul style="list-style-type: none"> <li>• Diary note made April annually to check allocation of auditor has been made by NCALC</li> </ul>	Annual Clerk
Theft of Parish Council Finances	Low	<ul style="list-style-type: none"> <li>• Clerk is not a signatory to bank account. 2 Councillors signatures required on each cheque</li> <li>• The Parish Council does not run a petty cash system</li> <li>• Collection of Allotment rent to be held in the Pavilion annually prior to October meeting. Two Councillors to accompany clerk at all times whilst rent being paid by allotment holders to clerk. Once collection has taken place, amount of rent received to be totalled, and witnessed by a Councillor. Clerk and Councillor to sign receipt to confirm amount collected. Allotment rent to be banked as soon as practicable. Annual allotment invoices give plot holders the opportunity to pay rent online direct to the</li> </ul>	Annual  Clerk

		Parish Council bank account. Parish Council has Fidelity Insurance which is checked to ensure adequacy to cover precept	
Precept not submitted/not paid	Low	<ul style="list-style-type: none"> <li>Diary/reminder system in operation to ensure precept deadline is adhered to and that the precept is received</li> </ul>	Annual RFO and clerk

Invoices received and cheque payments	Low	<ul style="list-style-type: none"> <li>All invoices checked by Clerk for accuracy</li> <li>At each meeting payments are authorised by the full Council, and fully detailed within the agenda</li> <li>Cheque stub and invoice are initialled as verified by any 2 of the 6 cheque signatories</li> </ul>	Ongoing risk Full council
VAT Claims	Low	<ul style="list-style-type: none"> <li>VAT claim prepared and submitted annually by RFO</li> <li>Diary/reminder system in operation to ensure VAT re-payment received</li> </ul>	Annual RFO
Accounts & book-keeping	Low	<ul style="list-style-type: none"> <li>Clerk administers day to day accounting. RFO prepares ¼'ly accounts.</li> <li>¼'ly receipts and payments and budget review submitted to full Council for approval</li> <li>Internal and external audit carried out annually</li> <li>Scrutineers report submitted twice a year (November and March)</li> </ul>	Ongoing risk  Clerk, RFO and scrutineer
Asset register	Low	<ul style="list-style-type: none"> <li>Reviewed annually to check sufficient cover in place for insurance purposes</li> <li>Parish owned electrical equipment - appropriate electrical testing carried out</li> </ul>	Annual  Clerk, RFO and scrutineer

Banking Arrangements	Low	<ul style="list-style-type: none"> <li>Confirmation of signatories to the bank account reviewed annually at the Annual Meeting of the Parish Council</li> </ul>	Annual Full council
Financial Controls	Medium	<ul style="list-style-type: none"> <li>Quarterly reconciliation prepared by RFO. Internal control procedures in place and reviewed on an annual basis</li> </ul>	Annual RFO and scrutineer
Election costs	Low	<ul style="list-style-type: none"> <li>Risk is higher in an election year. There are no measures which can be adopted to minimise risk of having a contested election. Budget provision made to meet unexpected costs</li> </ul>	Annual RFO, full council
<b><u>GENERAL</u></b>			
Minutes mismanagement	Low	<ul style="list-style-type: none"> <li>Minutes are approved by the full Council and each page is signed, at the following meeting by chair</li> </ul>	Full council
Members interests	Low	<ul style="list-style-type: none"> <li>Members are asked annually to complete a Declaration of Pecuniary Interest Form (members are routinely reminded during the year to ensure their register is up to date)</li> <li>Item 3 of each Parish Council meeting agenda is "Declaration of disclosable pecuniary interest" and the chairman asks all members present to declare an interest if appropriate</li> <li>If an interest is declared member signs declaration of interest book and item minuted</li> </ul>	Ongoing risk  Full council
Legal Powers	Low	<ul style="list-style-type: none"> <li>Clerk ensures Council adheres to all standing orders and financial regulations.</li> <li>Complaints procedure incorporated in standing orders</li> <li>Standing orders reviewed amended and adopted in line with legislative changes</li> <li>Annual appraisal with Clerk encourages periodic training in specialised areas</li> </ul>	Annual  Clerk
Unavailability of Meeting Room	Low	<ul style="list-style-type: none"> <li>Contact other suitable venues within the village such as The Clubroom and The Village School</li> </ul>	Ongoing risk Clerk

Insurance	Medium	<ul style="list-style-type: none"> <li>Review of insurance cover is carried out annually to ensure relevant liabilities are insured to include Public and employers liability, Money and fidelity guarantee, personal accident</li> </ul>	Annual Full council
Computer records	Medium	<ul style="list-style-type: none"> <li>Weekly backup of all council files to an external hard drive backup system</li> <li>Anti virus software installed to computer and renewed annually</li> </ul>	Weekly Clerk
<b><u>PARISH OWNED PROPERTY</u></b>			
<b><u>ENGINE HOUSE, THE GREEN</u></b>			
Buildings Insurance	Medium	<ul style="list-style-type: none"> <li>Check annually that the building is insured by the tenants, and to take receipt of copy of insurance certificate. Annual inspection of premises carried out for routine maintenance</li> </ul>	Annual Clerk
Payment of Annual rent	Medium	<ul style="list-style-type: none"> <li>Diary system in place to invoice tenants annually (May) for the annual rent</li> </ul>	Annual Clerk
Fire safety and electrical check	High	<ul style="list-style-type: none"> <li>Certificate provided to the PC annually by the tenant</li> </ul>	Annual Clerk
Pound Garden	Medium	<ul style="list-style-type: none"> <li>Periodic H &amp; S inspection of Pound garden to incorporate tree monitoring</li> </ul>	Twice year Shop working party
<b><u>PAVILION, DRYDENS CLOSE</u></b>			
Insurance	Medium	<ul style="list-style-type: none"> <li>Building and landlords fixture and fitting covered by Parish</li> </ul>	Annual

		Council insurance	Full council
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Play Area and Play Equipment	Medium	<ul style="list-style-type: none"> <li>• Formal Risk Assessment arranged by Playing Field Association and carried out annually by ROSPA to identify potential hazard and report submitted to full Council - annually</li> <li>• Playing Field Committee monthly inspection to identify Health &amp; Safety hazards and repair any damage (Report attached) - annually</li> </ul>	Ongoing risk Clerk
Pavilion		<ul style="list-style-type: none"> <li>• Parish council request copies of fire safety, electrical, legionella checks annually from the PFA</li> <li>• Parish council provide general advice to the PFA to ensure cold weather precautions are implemented in line with insurance recommendations</li> <li>• As per constitution PFA report to the PC twice a year, copies of minutes and accounts routinely provided</li> </ul>	Ongoing risk Playing field committee
Allotments (Tofts and Islington)	Low	Lease awaiting return from land owner's agent, T&Cs to be reviewed and amended as appropriate once the lease has been finalised	Clerk Full Council
<b><u>POLICY AND PROCEDURES</u></b>			
Freedom of Information Publication Scheme	Low	<ul style="list-style-type: none"> <li>• The Parish council has a Model Publication Scheme in place. Clerk is aware that should a substantial request arrives then this may require several hours of additional work. The Parish council is able to request a fee if the work will take over 1 hour. However the request can re-submitted and broken down in to sections, thus negating the payment fee.</li> </ul>	Twice a year Full council
Email policy	Low	<ul style="list-style-type: none"> <li>• In place to ensure appropriate communication</li> </ul>	Annual Full council

Data Protection	Low	<ul style="list-style-type: none"> <li>Parish Council is registered with ICO under the data protection act</li> <li>Data protection policy in place</li> </ul>	Annual Full council
Website	Low	<ul style="list-style-type: none"> <li>Terms and conditions in place for registered users of the website</li> <li>Professional webmaster</li> <li>Website hosted remotely</li> <li>Passwords for website kept securely by clerk, in the event of an emergency</li> </ul>	Annual Full council



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Sylvia Prestwich (Councillor)



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Amanda Claxton (Clerk)

Risk assessment carried out Date 30March 2017