

SPREYTON PARISH COUNCIL.

Council Risk Assessment.

This document sets out Spreyton Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

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Policy Review (where document reviewed but no changes made):

Review Number	Date	Resolution number & Minutes Ref:

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

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	M	At the council meeting to discuss the precept the Council receives a draft budget, this includes the previous years Budget, the actual position and projected position to the end of year and indicative figures or costings obtained by the RFO for the upcoming year. 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, less other sources of income or specified reserves, is resolved to be the precept amount to be requested from West Devon Borough Council. The figure is submitted by the Clerk/RFO. The Clerk includes the receipt of the money on the relevant Financial Schedule.	Existing procedure adequate
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate
Bank & Banking	Inadequate checks Banks mistakes	M M	The Council has Financial Regulations which set out banking requirements.	Existing procedure adequate
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval,	Current procedure adequate, although creation of a grant

			minuted and listed accordingly if a payment is made using S.137 powers of expenditure.	policy may be worth considering.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice is to seek more than one quotation/tender 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 report to the Council.	Existing procedure adequate and included in Standing Orders and Financial regulations.
Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	Clerks' basic hours are paid regularly. Any overtime and expenses are submitted at a council meeting for approval and paid to the Clerk. NI and IT contributions are deducted directly from Clerks pay as required. Any tax or NI owed to HMRC will be paid as required.	Existing procedure adequate
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles.	Existing procedures adequate. 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	Annual Return is completed and submitted online with the prescribed time frame by the Clerk/RFO. Annual Return completed and signed by the Council. Relevant section submitted to internal auditor for completion and signing then checked and required sections are 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	Existing procedures adequate

			Council Meetings, including reference to the power used the on the Finance schedule.	
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality Business conduct	L 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 meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate. Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Cllrs are reminded on the Agenda of every meeting of their obligation relating to the updating of their Register of member's interests' forms.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Where possible the Council will consider a long term agreement (LTA) to manage costs.	Existing procedure adequate.
Data protection	Policy provision Subject Access Request (SAR) Requests	L M	The Parish Council is registered with the Information Commissioner's Office (ICO). The Council has a Data Protection Policy and a Data Retention Policy. The Parish Council is aware that if a substantial SAR came in it could create a number of additional hours work for the Clerk.	Existing procedure adequate Monitor any requests made and their impact on the Clerks time and capacity.
Freedom of Information (FOI)	Policy Provision FOI Requests	L M	The Council has a Model Publication scheme in place. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work for the Clerk.	Monitor any requests made under FOI and their impact on the Clerks time and capacity

Assets	Loss or damage Risk/damage to third party property	L	An annual review of assets is undertaken for maintenance and insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are annually reviewed and maintained as required. 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 Board	Risk of damage	L	Parish Council noticeboard is located outside Spreyton Village Hall.	Visual check carried out when Agenda is put up.
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meetings are held in the Village Hall at Spreyton. Appropriate facilities for the Clerk, members and the general public are available.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The current Parish Council records are stored at the home of the Clerk, in a lockable unit. Historical records, once sorted, including correspondences, insurance, and bank records will be stored in a locked filing cabinet at the Village Hall.	Existing procedures considered 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 External Hard-drive which is kept in a Fire & Water resistant locked bag at the Clerks home.	Existing procedures considered adequate. A second back up device is being purchased to store a duplicate of the electronic records to mitigate loss due to corruption and will be kept in a Fire & Water resistant locked bag at the Clerks home.