ST BREOCK PARISH COUNCIL RISK ASSESSMENT

This document has been produced to enable St Breock Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review assess and revise if required.

FINANCE & MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Banking	Inadequate checks/Bank mistakes.	L	The Council has Financial Regulations in place, these set out the requirements. Monthly reconciliation.	Existing procedure adequate. Review the Financial Regulations when necessary.
Financial Records	Inadequate records, financial irregularities.	L	The Council has Financial Regulations in place, and these set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
Precept	Adequacy of Precept in order for the Parish Council undertake its Statutory Duties.	L	To determine the Precept required, the Parish Council receives monthly budget update information. Using this information, the Parish Council looks at required monies for standing costs and potential projects for the following Financial Year. At a Finance Committee meeting, the budget is agreed and then taken to full council for approval.	

			The Clerk submits this figure to Cornwall Council in writing. The Clerk then advises the Council when n the monies are received – usually in 2 payments (April and September).	*Existing procedure adequate.*
Reporting & Auditing	Information communication.	L	Financial Information is a regular Agenda item (Finance Report) this is discussed/reviewed and approved by Members at each meeting.	Existing procedure adequate.
Best value accountancy	Work awarded incorrectly. Overspend on services	L	The Parish Council should, where possible, seek more than one quotation for any substantial work to be undertaken. For major work, competitive tenders would be sought. The Clerk will advise of any problems.	Existing procedure adequate.
Grants – receivable	Receipts of Grant.	L	The Parish Council receives a Council Tax Support Grant from Cornwall Council. This is paid in 2 instalments and recorded by the Clerk on the Budget/Finance sheet. Receipt is reported to the Council at the next full meeting.	Existing procedure adequate.
Rents	Payment of rents.	L	The Parish Council collects monies for 3 Car Park Spaces at Burlawn each January. All have signed agreements and invoices and the rental income is reviewed yearly at a full Parish Council Meeting.	Existing procedure adequate.
Clerk	Loss of Clerk. Actions undertaken.	L L	A Locum Clerk should be appointed until the vacancy is filled.	Existing procedure adequate.

			The Clerk should be provided with any relevant ongoing training, reference books, access to assistance and legal advice required to undertake the role.	
Salaries & associated costs	Salary paid incorrectly. Unpaid Tax to HMRC.	L	The Parish Council use an external Payroll service and they instruct the Clerk accordingly. The Clerk	Existing procedure adequate.
Councillor Allowances	Councillors over paid.	L	No allowances are paid to Parish Councillors	Existing procedure adequate.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. 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	Reclaiming/charging.	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate
Annual return	Submit within time limits.	L	Completed and submitted by the Clerk within the prescribed time frame. The Annual Return is completed and signed by the Clerk/RFO and Chairman. This is checked by the Internal Auditor who signs then it is submitted to the External Auditor.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review of insurance arrangements is undertaken by the Clerk. Ensure compliance and fidelity checks are in place.	Ensure annual renewal and adequate for any update of equipment.

Freedom of Information Act	Policy Provision.	L	The Parish Council has a model publication scheme for Local Councils in place.	Monitor any impacts of request made under the FOI Act.
Data Protection	Policy Provision.	L	The Parish Council is registered with the ICO	Ensure annual renewal or registration

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk or damage to third party (ies) property	H	Undertake an annual review of assets for insurance provision.	Ensure this is carried out as soon as possible.
Notice boards	Risk of damage	L	The Parish Council currently has 2 notice boards. No formal inspection procedures are in place, but any damage is reported to the Council.	Existing procedure adequate
Maintenance	Poor performance of assets or amenities.	H	All assets owned by the Parish Council are to be regularly reviewed and maintained. Any repairs deemed necessary are carried out in accordance with the correct procedures. All assets are insured.	Ensure this is carried out as soon as possible
Council records (paper	Loss through: Theft Fire Damage	M	Paper records are stored at the registered office address. These include, historical correspondence, Agendas, Minutes and Bank records.	Existing procedure adequate
Council records (electronic)	Loss through: Theft/Fire /Damage Corruption of computer	M	Electronic Records are stored on an eternal device and also the computer at the registered office address.	Existing procedure adequate

LIABILITY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal powers	Illegal activity or payments.	L	All activity and payments within the power of the Parish Council are to be resolved at full Parish Council Meetings. This will include, reference to the power used under the Finance section of the Agenda and monthly Finance report.	Existing procedure adequate.
Minutes/Agendas/Notices & Statutory documents	Publication	L	The Clerk produces in the prescribed time frame and to adhere with legal requirements. Agendas are published on the website and notice boards. Minutes are sent out for review before publishing on the website and approved by full Council at the next meeting	Existing procedure adequate- as per Standing Orders.
Public liability	Risk to third party, property or individuals.	M	Insurance is in place. Risk assessments to be regularly undertaken to comply with requirements.	Existing procedure adequate
Legal Liability	Legality of activities. Proper and timely reporting via Minutes. Proper document control.	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary Council receives and approves Minutes at monthly meetings.	Existing procedure adequate
Meeting Venue	Adequacy, Health & Safety.	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, Members and general public.	Existing procedure adequate.

COUNCILLORS PROPRIETRY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members Interests	Conflict of interest. Register of Members Interests.	L L	Declarations of Interest by Members at Council Meetings. Register of Members interest to be reviewed regularly.	Existing procedure adequate. Members take responsibility to update the form with assistance from the Clerk.

Review of Risk Assessment due:

Signed: _____ Chairman Signed: _____ Parish Clerk/RFO Date: 10/04/19.