Chelsham and Farleigh Parish Council Risk Assessment

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

FINANCIAL AND MANAGEMENT

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	L	To determine the precept amount required, a finance working group meets informally to discuss actual YTD spend, projected end of year spend, and indicative figures / costings obtained by the Clerk. With this information the finance working group 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 Tandridge District Council. The recommendation is then presented to full Council (usually in December) together with supporting documentation. The approved figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	
Precept	Illegal expenditure.	L	Regular monitoring of spend versus budget. Clerk ensures Council is aware if there are possibilities that expenditure may exceed budget. Any expenditure	Current procedure adequate – continued monitoring as required.

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			over precept has adequate support in reserves and is approved by full Council.	
Financial Records / Accounting	Inadequate records Financial irregularities	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate. Review the Financial regulations when necessary (at least every 2 years, ideally every year at the Council's AGM).
Financial Records / Accounting	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	L	Clerk monitors communications with external auditor. Annual return approved by end of June at the latest. Clerk ensures all required accounting processes and returns are completed by required date.	Continue to monitor and ensure deadlines are met. Current processes adequate.
Bank and banking	Inadequate checks Banks mistakes	L	The Council has Financial Regulations which set out banking requirements.	Existing procedure adequate
Bank and banking: online banking	Inadequate checks Fraud risk Bank mistakes	L L	The Council has Financial Regulations which set out requirements for banking. Only items on the Finance schedule are authorised and only once they have been approved in the meeting. Each councillor is identified on the bank account.	Existing procedure adequate Review the Financial regulations when necessary (at least every 2 years, ideally every year at the Council's AGM).

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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 grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required
Grants	Power to pay Authorisation of Council to pay	L	Policy for grant awards is currently in place. Grant requests are received in writing by Clerk and are required to complete a grant request form. Presented to Full Council. Minuted and listed if S137 applicable. Proof of purchase may be requested.	Approve new grant award policy. Continue to apply a consistent and managed approach.
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	Financial Regulations govern the process for selecting contractors. 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 are encountered with a contract the Clerk would investigate the situation and report to the Council. In high-risk projects a specialist should be appointed to manage the process and report back to the Clerk.	Existing procedure adequate.

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Salaries and assoc. costs	Salary calculation	L	Salary is calculated by an external Payroll Provider based on a time sheet submitted for approval to the Chairman. Amounts based on minuted approval by Council following staff review or NALC salary guidance. An external payroll provider is used. HMRC RTI software used to calculate PAYE and NI – RTI submitted monthly. PAYE/NI is paid monthly by BACS and salary monthly by BACS with any additional hours by BACS.	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud (employee dishonesty). 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. This is reclaimed every 12 months.	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 and listed on the agenda.	Existing procedures adequate.
Minutes/agendas/ Notices and Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced as per Standing Orders by the Clerk and adhere to the legal requirements. Minutes and appendices 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.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Members interests	Conflict of interests Register of members interests	M M	Declarations of interest by members at Council meetings. Register of members' interests' forms reviewed regularly.	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. Employers and Employee liabilities are necessities and within policies. Ensure compliance measures are in place. Fidelity checks in place. Insurance reviews are minuted.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency (ICO). This has been moved to a direct debit to ensure continuous cover.	
Freedom of Information	Policy Provision	L M	The Council should have 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. The Parish Council can request a fee to supplement the extra hours.	FOI policy now in place and listed on the PC's website.. Monitor any requests made under FOI.
Complaints	Policy	L	Council has an approved policy to deal with complaints which is published on the website.	Existing procedure adequate
PHYSICAL EQUIPMENT OR AREAS				

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third party (i.e., property)	M	An annual review of assets should be undertaken for insurance provision. An up-to-date asset register should be maintained and reviewed annually as required by accounting practices. Risk assessments should be performed on an annual basis for all property and land assets.	An annual review of assets is undertaken and the register updated accordingly. Risk assessments are carried out annually and reported to Full Council.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council should be regularly reviewed and maintained. All repairs and relevant expenditure for any repair should be actioned/authorised in accordance with the correct procedures of the Parish Council. Assets should be insured.	Assets are reviewed annually and recommendations followed up within a reasonable timeframe.
Notice Board	Risk of damage	M	The Parish Council currently has two noticeboards. Formal inspection procedures are in place (included in the annual risk assessment and checked monthly when the agenda is published). Any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public as per the legal requirements.	Existing procedures adequate

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Council records – paper	Loss through: Theft Fire damage	 L M L	The Parish Council records are currently stored at the Clerk's home and also the Chairman's home. Records include historical correspondences, minutes, insurance, bank records.	Damage (apart from fire) and theft is unlikely and so provision is adequate. **Suggested revision:** historical documents could rescanned and stored digitally, with originals possibly being sent to Surrey Archives (Woking) for safe keeping - subject to acceptance.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	 L M	The Parish Council electronic records are stored on the computer held with the Clerk at her home. Backups of electronic data are made onto a cloud based storage facility.	

Annual Member check: Carried out by: _____ Date: _____
(Parish Council Chair)