CLAWSON, HOSE & HARBY
PARISH COUNCIL

Risk assessment

Adopted by CHH Parish Council 20th May 2024.
This document will be reviewed annually in May at the Annual meeting of the Parish Council.

Subject	Risk	Risk	Management of Risk
Precept	Adequacy of precept	M	The Council reviews the Precept requirement annually at the December meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from MBC. This figure is submitted by the Clerk in writing to MBC. The Clerk informs Council when the monies are received.
Financial records	Inadequate records	L	The Council has Financial Regulations that set out the requirements.
Banking	Inadequate checks	L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank accounts once per month. The bank reconciliation is forwarded with the agenda pack each month. The Council reviews the banking arrangements regularly.
Reporting and auditing	Compliance	L	A list of payments and receipts, a budget monitoring statement & forecast is produced before each Council meeting and forwarded with the agenda pack each month. These documents are reviewed and, if appropriate, approved at the meeting.
Best value Accountability	Work awarded incorrectly. Overspend on services	L	As per Financial Regulations, normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken or for items purchased.

		M	For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.
Salaries and costs	Salary paid incorrectly Wrong rate paid Wrong deductions of NI or Tax, unpaid Tax & NI contributions to the Inland Revenue	L L L	The Parish Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council prior to budget setting. The Tax and NI contributions due are reported to the Council monthly. The Parish Council authorises any payment for salary and expenses and this is minuted in the relevant meeting minutes.
Clerk	Loss of Clerk Fraud Health & Safety	L L	The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the Borough Council for a full election and an uncontested election. 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
VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements and VAT is generally reclaimed quarterly.
Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within the time limit.
Council records paper	Loss through theft fire or damage	L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fireproof)

Council records electronic	Loss through: Theft, fire, damage Corruption of computer	L	The Parish Council's electronic records are stored at the Clerk's home. All documents and emails are automatically uploaded to the cloud three times per day.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.
Freedom of Information Act	Policy Provision	L L	The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumable and the clerk's time.
Meeting location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at parish village halls on rotation. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety aspects.
Trees	Damage and Liability	M	Three yearly inspections are carried out by an independent tree inspector. In addition, during the year volunteer tree wardens report any issues to the Clerk who has the trees checked by a qualified tree surgeon and action taken as required.
Play Area Equipment	Loss or Damage Risk/damage to third party(ies)/property	L L L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular visual checks are made by Members of the Parish Council or Clerk. An annual inspection is carried out by registered play inspection company. Insurance requirements are reviewed during the insurance policy renewal period.
Minutes/Agendas/ Notices/Statutory Documents	Accuracy and legality	L L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings is managed by the Chair.

Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk assessments regularly carried out to comply with requirements
Employer Liability	Non-compliance with employment law	L	Undertake training and seek advice from the LRALC
Members interests	Conflict of interest	L L	Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors.

.... 19-5-2025
Chair, Clawson, Hose & Harby Parish Council   Date