

Blaisdon Parish Council – Risk Assessment 2024-25

This document has been produced to enable Blaisdon 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 AND MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Parish Clerk's Office. Regular back-ups of files are made to an external source. In the event of the Clerk being indisposed the acting clerk will deputise on basic opening and running of the Parish with assistance from Councillors.	Existing procedures adequate. Review when necessary.
Precept	Adequacy of precept Requirements not submitted to FODDC Council.	L	The Parish Council receives regular budget updates. At the annual precept meeting the Parish Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. 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 is resolved to be the precept amount to be requested from FODD Council.	Existing procedure adequate.
	Amount not received from FODDC Council.	L	The figure is submitted to FODD Council by the Clerk in writing, via the prescribed forms and collecting evidence of this. The Clerk informs the Parish Council when the monies are received.	
Financial records	Inadequate records.	L	The Council has Financial Regulations that set out the requirements.	Existing procedure adequate. Review the Financial
	Financial irregularities.	L	Internal auditor carries out audit annually and reports any discrepancies which are corrected.	Regulations when necessary.
Bank and banking	Inadequate checks.	L	The Council has Financial Regulations that set out the requirements for banking, cheques, and reconciliation of accounts.	Existing procedure adequate. Review the Financial Regulations bank signatory list when necessary and especially after an AGM and an election.
	Bank mistakes.	L	If the bank makes an error this would be discovered when the Clerk reconciles the bank accounts once a month when the statements arrive; this would be dealt with immediately by informing the bank and awaiting their correction. The Clerk reviews the banking arrangements regularly.	Monitor the bank statements monthly.

Cash	Loss through theft or dishonesty.	L	The Council has Financial Regulations that set out the requirements. Cash received should be ideally banked within 3 banking days. The Council's insurance policy has a Fidelity Guarantee.	Existing procedure adequate. Review the Financial Regulations when necessary. Ensure Fidelity Insurance is adequate.
Reporting and auditing	Information communication Compliance.	L	A budget monitoring statement is produced at least once a quarter. A full list of payments and receipts and cheques to be signed is provided at the meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented. Council should regularly inspect accounts internally to comply with the Fidelity Guarantee.	Existing communication procedures adequate.
		L	Internal auditor carries out audit annually	Council annually to appoint a Councillor to check financial records for Fidelity compliance
Direct costs Overhead expenses Debts	Goods not supplied but billed.	L	The Council has Financial Regulations that set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing.	M	The Clerk checks each invoice for receipt of goods and accuracy.	
	Cheque payable incorrect.	L	Each invoice is attached to the appropriate cheque and checked and countersigned by both signatories.	
	Unpaid invoices.	L	Unpaid invoices to the Parish Council are pursued and where possible, payment is obtained in advance.	
Grants and support - payable	Power to pay Authorisation of Council to pay.	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S.137 power of expenditure.	Existing procedure adequate. Parish Councillors request a copy of S.137 rules if required.
Grants - receivable	Receipts of Grant.	L	When the Parish Council receives a grant, its receipt is reported to the Council at the next meeting of the Council. Any one-off grants awarded would come with terms and conditions to be satisfied.	Existing procedures adequate.
Best value Accountability	Work awarded incorrectly.	L	As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods.	Existing procedure adequate. Review Financial Regulations regularly.
	Overspend on services	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 assoc. costs	Salary paid incorrectly. Wrong rate paid. Wrong deductions of NI or unpaid Tax. Wrong hours paid.	L L L L	The Parish Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council. Salary is paid each quarter and reported to the Council. The Tax and NI contributions due are reported to the Council and signed off quarterly. The Tax and NI is worked out by the payroll service provider. The Clerk keeps a record of hours worked and has a contract of employment and job description.	Existing appointment and payment system is adequate.
Clerk/Other workers (casual)	Loss of Clerk. Fraud. Actions undertaken.	L M M	A contingency fund should be established to enable training in the event of the Clerk resigning. 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.	Include in financial statement when setting precept. Existing procedure adequate. Purchase reference books where necessary. Safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid.	L	Any expenses are claimed by presenting the relevant receipt to the Parish Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Parish Council. Allowances are allocated to other Parish Councillors.	Existing procedure adequate.
Election costs	Risk of an election cost	M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the FODD 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.	Existing procedure adequate.
VAT	Re-claiming/charging	L L	The Council has Financial Regulations that set out the requirements. VAT regulations are followed and refund claims made every 6 months.	Existing procedure adequate

Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at full Parish Council Meetings.	All activities and payments minuted.
Council records - paper	Loss through: theft, fire, damage	L	The Parish Council records are stored by the Parish Clerk. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage Corruption of computer	M	The Parish Council's electronic records are stored on computers by the Parish Clerk. Back-ups of the files are taken at regular intervals to an external source.	Existing procedure adequate.
Insurance	Adequacy/ Cost.	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
	Compliance.	L	Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place.	
	Fidelity Guarantee.	M	Ensure Fidelity checks are in place.	
Data protection	Policy.	L	The Council is registered with the Data Protection Agency.	Ensure annual renewal of registration.
Freedom of Information Act	Policy.	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the FOI Act.
	Provision.	L	The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.	
Meeting location	Adequacy. Health & Safety	L	The Parish Council Meetings are held at the Blaisdon Village Hall.	Existing location adequate.
		M	The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	

ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Notice boards/Office equipment/ Records etc.	Loss or Damage/Break in Risk/Injury to third party(ies)	M	Electrical equipment tested annually. Property to be inspected regularly and repairs made where appropriate.	Existing procedure adequate
Street Furniture, Bus stop,	Loss or Damage Risk/damage to third	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular visual inspections	Existing procedure adequate. Review insurance requirements

Illegal Encampments Trespass Fly Grazing	Damage to grounds and property.	M	Access to property is limited.	Existing procedure adequate.
	Loss of use of grounds and property.	M	Powers in place to apply for eviction. Powers in place to deal with fly grazed livestock.	
Office Furniture and Equipment Computer Equipment	Employee Health & Safety.	L	Visually inspected by Clerk. Repairs taken when necessary and reported to the Council.	Existing procedure adequate.
Website Security Misleading or inappropriate Content	Risk of website being hijacked.	M	Appoint "Parish Council Websites" to maintain security and provide webmaster service.	Existing procedure adequate.
	Risk of inappropriate or libellous content.	L	Communications Policy in force for postings on website and social media sites. All postings to go through the Clerk. Restricted admin rights	

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 made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.	Existing procedure adequate.
	Working Parties taking decisions	L	Ensure established with clear terms of reference.	
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality	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 next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair.	
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessments regularly carried out to comply with requirements.	Existing procedures adequate. Ensure risk assessments are carried out.
Employer Liability	Non-compliance with employment law.	L	Undertake adequate training and seek advice from the GAPTC.	Existing procedures adequate.

Legal Liability	Legality of activities.	M	Clerk to clarify legal position on proposals and to seek advice if necessary.	Existing procedures adequate.
	Proper and timely reporting via Minutes with proper document control.	L	Council receives and approves Minutes at monthly meetings. Retention of document policy in place.	
Safeguarding	Abuse of children or vulnerable adults using property controlled by Parish Council.	L	Safeguarding policy in place. Individual training ongoing.	Existing procedures adequate.
COUNCILLORS' PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members interests	Conflict of interest Register of Members interests	M	Councillors have a duty to declare any interests at the start of the meeting.	Existing procedure adequate. Members to take responsibility to update their Register.
		M	Register of Members Interest forms to be reviewed regularly by Councillors.	
Members' behaviour	Inappropriate or disturbing behaviour at meetings	L	Model Code of Conduct adopted	Existing procedure adequate