

# RISK ASSESSMENT

Major	4	Very likely	4	✓	4	!	8	✗	12	✗	16
Serious	3	Likely	3	✓	3	!	6	!	9	✗	12
Significant	2	Unlikely	2	✓	2	✓	4	!	6	!	8
Minor	1	Remote	1	✓	1	✓	2	✓	3	✓	4
							Low	Medium	High		
							1.2.3.4	6.8.9	12,16		

Subject	RISK	Notes	Impact	Likelihood	Score	Level	Controls	Responsibility
<b>FINANCE</b>								
Precept	Adequacy of precept		2	2	✓ 4	Low	Preparation of detailed budget. Quarterly budget reports to Council	Clerk - Risk minimised
Financial controls and records	Loss of funds- FSCS Protection - money held in bank in excess of £75,000 not protected by FSCS		2	2	✓ 4	Low	Precept paid into NatWest Bank Ltd which is used for usual banking purposes. Nationwide account opened to hold any money held by the Council in excess of £75,000. Nationwide is a separate entity to NatWest Ltd so FSCS scheme applies to both accounts.	Clerk/Council - Risk minimised
	Unauthorised expenditure		3	1	✓ 3	Low	All expenditure presented to council meeting for approval. Cheques signed in accordance with Financial Regulations. Cheques require three Members signatures, all payments and invoices are checked and initialled by the three signatories. Monthly bank reconciliations are completed and checked by a Councillor. Quarterly bank reconciliations are checked and signed by Mrs Appleby, a non-signatory on the bank account (in accordance with Financial Regulations and Min. No. 252/16(b))	Clerk/Council - Risk minimised
	Loss of funds through theft or dishonesty		2	2	✓ 4	Low	Fidelity Guarantee cover level is currently £250,000.00. Expenditure by Clerk is checked before payment by cheque signatories. Annual insurance review checks level of fidelity guarantee is adequate in relation to current funds held.	Clerk/Council/Insurance/ Councillor - Risk minimised
	Proper financial records not kept		2	2	✓ 4	Medium	Excel spreadsheet completed monthly/ bank reconciliation completed monthly as in "unauthorised expenditure above". Quarterly bank reconciliations are completed and presented to the Council for signature. Internal auditor to provide assurance and external audit completed.	Clerk - Risk minimised
	Council business not properly recorded		1	1	✓ 1	Low	Resolutions recorded within the minutes. Councillors have the opportunity to comment on draft minutes prior to the presentation of formal adoption. Master copy signed, numbered and retained. All expenditure must be approved by Council and in accordance with Financial Regulations	Clerk - Risk minimised
	Members unaware of level of funds held		1	1	✓ 1	Low	Financial information is a regular agenda item (Finance).	Clerk - Risk minimised
	Inland Revenue requirements not met (PAYE and VAT claim)		2	1	✓ 2	Low	Trained Clerk - HMRC basic pay tools calculates PAYE and Clerk is paid monthly with HMRC form approved by Council. VAT calculated and claimed with a minimum sum of £750. Internal auditor to provide assurance.	Clerk - Risk minimised

Staff	Salary payments paid incorrectly		2	1	2	Low	All payments are checked and signed monthly by the cheque signatories. HMRC Employer software used for PAYE and NI. Monthly returns to HMRC. Ensure up-to-date software is used for calculations. Provision for pension/gratuity is considered when setting the presep.	Clerk/Staffing Committee - risk minimised
Assets	Assets not fully protected against physical damage, fire and theft		2	2	4	Low	Asset Register updated at least annually. Annual review of insurance policy and value of assets held prior to the renewal of insurance. Changes, additions and disposals updated on an adhoc basis. Currently insured with Zurich on a 5 yr long-term contract due to expire 1/6/2023. Playground equipment is checked independently by South Somerset District Council on a weekly basis. Playground inspection reports retained for 21 years.	Clerk/Council - Risk minimised
Election Costs	Risk of election cost		1	3	3	Low	Election cost included within the annual budget. Risk is higher in an election year, however, over the four year period annual provision is made within the budget to ensure that all costs would be met. There is enough annual provision to cover the possibility of a bye-election at any time. If any moneys are used in the 4 year period they would be replaced to ensure possible election costs can be met.	Clerk/Council - budget - Risk minimised
<b>Management</b>								
Business Contintuity	Absence of Clerk from the office for a period exceeding two weeks, other than arranged holiday.		2	2	4	Low	Should the Clerk be declared unfit for work for more than 2 weeks, the Chairman will contact Vision ICT Ltd and arrange for Concil emails to be forwarded to the Chairman and Vice-Chairman. The Clerk will ensure that the Chairman has all necessary contact details.	Council - risk minimised
Council Records and Archives	Loss through theft or damage		3	2	6	Medium	Minute books and financial information are deposited at the Somerset Heritage Centre (as per list attached). All current documents including minutes from 2017, financial information, Higher Ream Playground inspections (to be held for 21 years) stored at the Parish Office. When empty the office is locked and a smoke alarm is finished.	Clerk/Council - Risk minimised
	Loss or damage corruption of computer		3	2	6	Medium	Malware protection - Kaspersky - is updated regularly. Data backed up daily on Cloude storage.	Clerk/Council - Risk minimised
Risk Assessment	Risk Assessment not adequately reviewed in accordance with the Guidance on Governance and Accountability for Local Councils in England		2	2	4	Low	Council annually reviews the risk assessment - Councillors must answer yes or no to the following questions at the meeting at which the risk assessment is reviewed: 1. Does Council agree that BPC has adequately identified any new risks and reviewed all of the risks associated with the Parish Council. 2. Does Council agree that the scoring and level associated with the identified risks are corectr. 3. Does the Council agree to adopt the presented risk assessment in its entirety. The minutes reflect the questions asked and that a full review has been considered by full Council.	Clerk/Council - Risk minimised
<b>LIABILITY</b>								
Legal Powers	Ensuring axctivities are within legal powers		3	1	3	Low	Clerk to clarify legal position of any new proposal and seek legal advice where necessary	Clerk - Risk minimised

Minutes	Proper and timely reporting via minutes	1	1	✓ 1	Low	Council meets monthly. Minutes are distributed in a timely fashion and approved and signed at the following meeting. Minutes are made available to the press and public.	Clerk - Risk minimised
Public Liability	Risk to third party, property or individuals	2	2	✓ 4	Low	Insurance is in place. Play area checked weekly. Risk assessment would be undertaken for any individual event that was the sole responsibility of the Council.	Clerk - Risk minimised
Employer liability	Non compliance with employment law.	2	2	✓ 4	Low	The Council is to ensure that the Clerk has received adequate training. Seek advice from appropriate bodies. The Clerk is a member of SLCC. Staffing Committee in place and meets at least once annually.	Clerk/Council - Risk minimised
	References not obtained (insurance requirement)	2	2	✓ 4	Low	Currently in place for existing Clerk - part of interview process for a new clerk.	Clerk/Council - Risk minimised
Data Protection	Uncontrolled data	2	1	✓ 2	Low	The Council has all GDPR policies in place. The Council is registered with the ICO and the Clerk is registered as a Data Controller	Clerk - Risk minimised
<b>COUNCILLORS PROPRIETY</b>							
Interests	Councillors involved in a decision who have an interest	2	2	✓ 4	Low	Councillors have a duty under the Code of Conduct to declare any interest at the start of the meeting. Disclosure of interests is an agenda item at the start of every meeting and declarations are recorded in the minutes	Council - Risk minimised
	Register of interests and gifts and hospitality in place	2	2	✓ 4	Low	Register of interest completed within 28 days of taking office and amended throughout the year as necessary. Gifts and hospitality are recorded on register of interest form. A recommendation for members to review their register of interests form is an agenda item at least once a year.	Clerk/Council - Risk minimised

Archived documents deposited at Somerset Record Office - D/PC/Brym

Asset Register - see attached

Other risk assessments held are (a) Meeting Venues, (b) Reserves and (c) Workplace

Reviewed on 27th February 2019

Version 1