



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 Birdham 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) indentified | H/M/L | Management/control of Risk | Review/Assess/Revise |
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| Precept | Adequacy of precept in order for the Council to carry out its Statutory duties | Low | To determine the precept amount required, the Council receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or | Existing procedure adequate. |

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| | | | costings obtained by the Clerk. With this information 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 Chichester District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received. | |
| Financial Records | Inadequate records Financial irregularities | Low Low | The Council has Financial Regulations which sets out the requirements. | Existing procedure adequate Review the Financial regulations when necessary |
| Bank and banking | Inadequate checks Bank mistakes | L L | The Council has Financial Regulations which set out banking requirements. Monthly reconciliation | Existing procedure adequate Existing procedure adequate |
| Reporting and auditing | Information communication | L | Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting. | Existing procedures adequate. |
| Grants | Receipt of grant | Low | Parish Council does not presently | Procedure adequate |

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| | | | receive any regular grants. Grants received for Neighbourhood Planning/S106/CIL/NHB/OP WATERSHED are monitored and accounted separately. All requirements of grant-giving bodies adhered to. Where necessary unspent monies are repaid on demand. | |
| Grants and support payable | Power to pay Authorisation of Council to pay | Low | All such expenditure goes through the required Council process of approval, is minuted and listed accordingly if a payment is made using S137 powers of expenditure. | Existing procedure adequate. |
| Best value accountability | Work awarded Incorrectly. Overspend on services. | Low Med | 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 encountered with a contract the Clerk would investigate the situation and report to the Council. | Existing procedure adequate. Include when reviewing Financial regulations. |
| Salaries and assoc. costs | Salary paid incorrectly. Unpaid Tax to Inland Revenue. | Low Low | Clerk's salary accounted by outside payroll consultant. HMRC contributions paid on a quarterly basis | Existing procedure adequate |
| Employees | Fraud by staff | Low | Requirements of Fidelity Guarantee insurance adhered to with regards to | Existing procedures adequate. |

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| | Health and safety | Low | fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles | Monitor health and safety requirements and insurance annually. |
| VAT | Reclaiming/charging | Low | The Council has Financial Regulations which set out the requirements. | Existing procedures adequate |
| Annual Return | Submit within time limits | Low | Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing, then checked and sent to External Auditor within time frame. | Existing procedures adequate. |
| Legal Powers | Illegal activity or payments | Low | All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly. | Existing procedures adequate |
| Minutes/agendas/ Notices Statutory Documents` | Accuracy and legality | Low | Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. | Existing procedures adequate. |
| | Business conduct | Low | Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair | Members adhere to Code of Conduct |

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| Members interests | Conflict of interests Register of members interests | Low Med | 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 | Low Low Low Low | An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place. | Existing procedure adequate. Insurance reviewed annually or in the case of a three year contract towards end of three year contract and new quotes sought. |
| Freedom of Information | Policy Provision | Low Med | The Council has a Model Publication scheme in place. FOI requests are dealt with by the clerk with reference to the DPO. 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 | Monitor any requests made under FOI |
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| PHYSICAL EQUIPMENT OR AREAS | | | | |
| Assets | Loss or damage | Low | An annual review of assets is | Existing procedures |

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| | Risk/damage to third party property | Low | undertaken for insurance provision | adequate |
| Maintenance | Poor performance of assets or amenities | L | All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured. | Existing procedures adequate |
| Notice Board | Risk of damage | Low | The Parish Council currently has three notice boards. No formal inspection procedures are in place but 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 | Low Med | The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. Since Covid 19, arrangements are made for the meetings to be transmitted through a video platform as well as in person. | Existing procedures adequate |
| Council records – paper | Loss through: Theft Fire damage | Low Med Low | The current Parish Council records are stored at the home of the Clerk and the Chair. Records of historical correspondences, minutes, insurance | Damage (apart from fire) and theft is unlikely and so provision is adequate. |

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| | | | and any other item will be moved to Record Office when appropriate. | |
| Council records – electronic | Loss through: Theft, fire damage or corruption of computer | Low Med | The Parish Council electronic records are stored on the Clerk’s laptop held with the Clerk at her home. Backups of electronic data are made at regular intervals | Existing procedures considered adequate |

Revised and approved by Birdham Parish Council May 8th 2024