

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”**

This document has been produced to enable the 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

1. FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to North Somerset Council Amount not received by North Somerset Council	L L L	The Council reviews the precept requirement annually at the November 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 North Somerset Council. This figure is submitted by the Clerk, as the Responsible Financial Officer, in writing to North Somerset Council. The Clerk informs the Council when the precept has been received.	Existing procedure adequate.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements. The Clerk receives training to ensure knowledge is up to date. The accounts system is automated to a high degree to reduce arithmetical mistakes. Internal and External Audits undertaken. Regular review by the F and P committee	Existing procedure adequate.  Review the Financial Regulations when necessary.
Bank and banking	Inadequate checks Bank mistakes Loss Charges Internet hacking FSCS limits exceeded	L L L L M H	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank accounts once a month when the statements are received. Errors are communicated to the bank immediately. The Clerk reviews the Councils banking arrangements regularly. Internet Banking procedure established requiring two signatories for every transaction. Antivirus software on Clerk's and every signatory's computer. FSCS covers deposits to £85k. When bank accounts exceed this amount the Clerk authorises a transfer of funds to an additional account.	Existing procedure adequate Financial Regulations reviewed annually. Bank signatories are reviewed at least annually and when personnel change. Bank statements checked monthly.
Reporting and auditing	Information communication Compliance	L L	A budget monitoring statement is produced before each Council meeting with the agenda and discussed and approved at the meeting. 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 and checked by a Councillor at each meeting. Council regularly audit internally to comply with the Fidelity Guarantee.	Existing communication procedures adequate. Council appoint a Councillor to check financial records for Fidelity compliance
Invoices	Goods not supplied but billed Incorrect invoicing Errors in authorisation Unpaid invoices	L L L L	The Council has Financial Regulations that set out the requirements. Invoices are only submitted for approval once the Clerk has inspected the goods/services received. Cheques are presented to the signatories with the relevant invoice attached once checked as correct by Clerk. Scanned invoices are sent to signatories for online payments. A schedule of payments is produced for approval at each Council meeting and minuted accordingly.	Existing procedure adequate. Review the Financial Regulations when necessary.

1. FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Best Value Accountability	Work awarded incorrectly Overspend on services	L L	As per the Financial Regulations normal Parish Council practice would be to seek, if possible, more than three quotations for any substantial work required to be undertaken or goods. 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.	Existing procedure adequate. Review Financial Regulations regularly.
Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the HMRC. Incorrect overtime paid.	L L L L	The Parish Council authorises the appointment of all employees through a recruitment process The Clerk keeps a record of hours worked and has a contract of employment and job description. Salary rates are assessed annually by the Council and applied annually. Salaries are paid by internet banking. The payroll service is outsourced. The Clerk prepares payments for authorisation by Signatories. Overtime is only paid for work approved by the council or F and P committee.	
Councillor allowances / expenses	Councillors over-paid	L	The Chairman has a small budgeted annual allowance for a specific task. No allowances are allocated to other Parish Councillors. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council.	Existing procedures to be reviewed.
Election costs	Unexpected election cost	L	Sufficient monies in reserve are budgeted to be available should the need arise.	Reviewed in the budget
VAT	Failure to reclaim	L	The Council has financial regulations which set out the requirements and the clerk adopts a system to diarise tasks. The electronic accounts system works out VAT for half-yearly reclaim.	Existing procedures adequate.
Annual return	Not submitted within time limits Not published in compliance with regulation	M	Year-end accounts are submitted to the Internal Auditor then approved by the Council. The Annual Return is completed in accordance with the regulations and sent to the External Auditor within the time limit. Dates for deadline are stated by auditor. Accounts are published as stated on auditor notices.	Existing procedures to be reviewed.
Grants payable	No power to pay or authorisation of Council to pay	L	The Council has a Grant Funding Policy that sets out the requirements All such expenditure goes through the required Council process of approval and is minuted Any grants awarded have the terms and conditions satisfied before money is released	Existing procedures to be reviewed.
Grants receivable	Incorrect amount received or paid in	L	Grants received are paid via online banking and recorded in the electronic accounts system.	Existing procedures adequate.
Charges/rentals payable	Non-payments of leases/rentals	L	The Clerk monitors payments and reports to the Council meetings.	Existing procedure adequate.
Charges/rentals receivable	Youth Centre rent not received Allotment rents not received.	L	Clerk undertakes credit control. Allotment holders invoiced in August for the year commencing 29 September. Youth Centre defaults on the lease if not paid.	Existing procedure adequate. Review agreement and fees annually.

2. MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to unexpected circumstances	M	All files and recent records are kept at the Clerk's home. The Clerk makes regular back-ups of files to an external hard drive. In the event of the Clerk being indisposed a locum will be arranged Alternative meeting rooms are available in the village A communication plan has been developed	Existing procedures to be reviewed.
Employees	Loss of key personnel Fraud by staff Unlawful action taken by staff Breach of Health and Safety	M L L M	Proactive management to ensure that employees are well motivated and respected. Contingency arrangements and funding in place to provide adequate cover in the event of employee absence Policies are in place to address staff grievances. The Personnel Committee undertakes annual appraisals. All appropriate employees of the council shall be included in a suitable fidelity guarantee insurance in accordance with the Financial Regulations All employees are made aware of their responsibilities for health and safety through their contract, H&S policy and training as required. The Clerk will be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Regular contact with Chairman and F&P Chairman.	Existing procedures to be reviewed. Chair of the Finance and Personnel sub-committee to maintain regular contact. Monitor working conditions, safety requirements and insurance regularly. Statutorily satisfactory Insurance policy. Training provided.
Legal powers	Illegal or unlawful 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 or damage	L L L	All files and recent records are kept at the Clerk's home in a secure/ locked cabinet. The Clerk's home office will be a private dedicated room and appropriate insurance arranged.	Existing procedures to be reviewed. Deeds/leases copied and deposited off-site
Council records - electronic	Loss through theft, fire or damage Corruption or loss of laptop	L M	The Parish Council's electronic records are stored on a Council computer at the Clerk's home. Back-ups of the files are taken at regular intervals to an external hard drive. New laptop/updated software to be secured at least five-yearly.	Existing procedures to be reviewed. 'Cloud' storage to be investigated
Insurance	Inadequate cover Expensive policy Lack of compliance Fidelity Guarantee compromised	L L L L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Ensure that the asset register is up to date Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedures and compliance to be reviewed. Asset Register under review. Review insurance provision Annually.
Data protection GDPR	Policy Provision Non-compliance with GDPR	L L M	Data Protection requirements stated in the Council's Standing Orders. Ensure that Employees and Councillors receive training Retain NSC Information Governance service	Existing procedures to be reviewed. Provide training
Freedom of Information Act	Failure to recognise requests. Failure to comply adequately.	L L	NSC Information Governance Service assists with Fol requests.	Monitor and report any impacts of requests made under the Freedom of Information Act
Meeting location	Inadequate Breach of Health & Safety	L L	The Parish Council Meetings are held at the Coronation Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. The venue is insured and risk assessed.	Existing location adequate.

3. ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Maintenance	Poor performance of assets or	M	An asset register is kept up to date and insurance is held at the appropriate level for all	Existing procedures to be reviewed.

	amenities		<p>items.</p> <p>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.</p> <p><del>Regular checks made by the Ranger contractor.</del></p> <p>The Parish Council has a Ranger contractor to check and maintain assets. Monthly risk assessment of Play Area equipment made by GB Sport. Annual inspection carried out by registered play inspection company RoSPA.</p>	Review insurance requirements annually.
Noticeboards	Risk/damage/injury to third parties Road side safety Need for replacement	L L L	<p>Parish Council has five notice boards sited around the Parish. All locations have approval by relevant parties and insurance cover is in place.</p> <p>Inspected regularly by the Ranger contractor; any repairs/maintenance requirements are brought to the attention of the Clerk. Keys held by the Ranger.</p>	Existing procedure adequate. Review adequacy at least every five years.

4. LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments Working Parties taking decisions	L L	<p>All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.</p> <p>Ensure Working Parties understand that only the Parish Council can make decisions</p>	Existing procedures adequate.
Minutes/Agendas/ Notices/Statutory documents	Inaccurate minutes Unlawful actions Public notice not given sufficient notice Missing documents Business not conducted correctly	L L L L L	<p>Minutes and agenda are produced in the prescribed manner by the Clerk according to the legal requirements.</p> <p>Minutes are approved and signed at the next Council meeting.</p> <p>Minutes and agenda are displayed according to the legal requirements, on noticeboards and Parish Council website.</p> <p>Business conducted at Council meetings is managed by the Chair and advised by the Clerk</p>	Undertake a review of all documents with the new Clerk Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	L L	<p>Insurance is in place.</p> <p>Risk assessments regularly carried out to comply with requirements if necessary.</p>	Existing procedures adequate.
Employer Liability	Non-compliance with employment law	L	<p>Insurance is in place.</p> <p>Undertake adequate training and seek advice from the Association of Local Councils.</p>	Existing procedures adequate.
Legal Liability	Lack of clarity of legality of activities Inaccurate reporting via Minutes Lack of document control	L L L	<p>Clerk to clarify legal position on proposals and to seek advice if necessary.</p> <p>Parish Council always receives and approves Minutes at monthly meetings.</p> <p>Retention of document policy in place.</p>	Existing procedures adequate.

4. COUNCILLORS' PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members interests	Conflict of interest not declared Register of Members interests	M M	<p>Councillors have a duty to declare any interests at the start of the meeting, reminder on agenda.</p> <p>Register of Members Interest forms to be reviewed regularly by Councillors.</p>	Check understanding of requirements, as new councillors in place. Members to take responsibility to update the Register.