

Innsworth Parish Council Risk Register – Approved 30th October 2017

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 Innsworth 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
Precept	Adequacy of precept in order for the Council to carry out its statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting 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. Using this information the Council plans its spending, and sets a precept figure for the next financial year. The Clerk sends the precept requirement to the Borough Council	Existing procedure adequate.
Financial Records	None as all on accounting package	L	The Council does currently have Financial Regulations	
Bank and banking	Checks on spending made by chair & vice-chair online	L	The Council does have Financial Regulations. which set out banking requirements Monthly bank reconciliation to be checked 6 monthly by vice-chair	
Reporting and	Information		Statements of all payments are given at each	

auditing	communication		meeting.directly from accounts system	
Receipts	Receipt of grants, precepts, other receipts	L	Procedures stated in Financial Regulations	
Charges-rents receivable	No rents receivable	N/A	N/A	N/A
Grants made by IPC	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 S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L L	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. Included in Financial regulations.
Salaries and assoc. costs	Salary paid correctly and HMRC costs	L L	Use of payroll service (PATA). Clerk emails timesheet weekly to chair for authorisation. Hours and any associated costs emailed to PATA. Chairman receives copy of payslip.	Adequate
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	Is claimed by Clerk once per year.	Existing procedures adequate
Annual Return	Submit by due date	L	Annual Return completed and signed at Council meeting, submitted to internal auditor for review and signing, then sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or	L	Clerk checks that all activity and payments are within	Existing procedures

	payments		the powers of the Parish Council. Any matters need clarification are brought to the attention of the Council at a meeting.	adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	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. Notice of meeting displayed according to legal requirements.	Existing procedures adequate.
Members interests	Conflict of interests Register of members interests	L	Members fill in Register of Interest form within 28 days of acceptance of office. Declarations of interest made by members at Council meetings. Register of members interests updated as necessary.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Compliance	L M	The Parish Council is registered with the Information Commissioner's Office. Note GDPR 2018 regulations.	Ensure annual renewal of registration
Freedom of Information	Policy Provision	M	The Council does not have a Model Publication scheme in place. To date there has been no requests under FOI. 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
PHYSICAL				

EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Rookery Road Play Area	Risk of damage, personal injury to users.	L	Is inspected (1) weekly by Council contractor who submits report in writing (2) annually by Safety Inspector. Is maintained conscientiously, all reports of damage or other issues are acted upon as quickly as possible by the Clerk taking into account the level of risk. All repairs and relevant expenditure for any repair is actioned/authorised by the Chairman in case of emergency, or by the Council in accordance with the normal procedures.	Existing procedures adequate
Street furniture	Risk of damage	L	Noticeboards are inspected when Clerk puts up notices. Bus shelters are inspected when cleaned (8 x per year). Five public seats are inspected quarterly.	Existing procedures adequate
Parish Office and Meeting locations	Adequacy Health & Safety	L	The Parish Office is located at Innsworth Community Hall, on the basis of an occupational licence. Council meetings are held in a meeting room at the Hall. Due to Covid-19 online meetings are held	Existing procedures adequate. Online provision adequate
Council records – paper	Loss through: Theft Fire damage	L L L	The Parish Council records are stored at Innsworth Community Hall in a steel cabinet in a locked office. Records include historical correspondences Also in Gloucester CC archives, minutes, insurance, bank records.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Council laptop held with the Clerk. Back ups of electronic data is made at regular intervals. Most held in the cloud through Microsoft 365	Existing procedures adequate
Cash handling	Security of petty cash float and receipts	L	Kept under lock and key.	Existing procedures considered adequate

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