



CODSALL PARISH COUNCIL
(the Council)

RISK ASSESSMENT SCHEDULE

2019

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Definition of Risk Management Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus; structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk (High, Medium, Low)
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept in the Parish Council Offices. The clerk makes a monthly back up of electronic files. In the event of the clerk being indisposed the Chairman to contact Staffordshire Parish Council's Association for advice. (Insurance cover)	Review when necessary Ensure procedures below are undertaken
Meeting location	Adequacy Health and Safety	L	Meetings are held at Codsall Parish Council Chambers. Keys are held by the Parish Clerk, and Assistant Clerk to gain access to the building. The premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire, damage	L	Papers, both current and archived will be held securely at the Parish Council Offices. Archived minutes will be bound and kept in a fireproof cabinet	Damage or theft is unlikely and so provision adequate.

Council Records electronic	Loss through damage, fire, corruption of computer	M	The Council's electronic records are stored on the clerk's and Administrators computer. Back-ups of the files are taken at monthly intervals on an external hard drive. Most documents exist on website All Computer files are encrypted. No personal data is stored on the Council's laptop	Existing procedure adequate.
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FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Council receives monthly financial update information and detailed accounts and budget reviews quarterly. The precept is an agenda item at the January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has financial procedures in place which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures adequate. Review financial procedures as necessary; subject to advice from external audit.
Banking	FSA Limits	M	To limit Financial Risk of money exposed which exceed the FSA	

			Limit, this risk is at present Medium this will be a lower risk next financial year as the Car Park reserve will be reduced due to expenditure.	
Cash	Loss through theft or dishonesty	L	The Council has petty cash of £100.00. Any cash transactions are fully receipted and then reimbursed monthly or paid by cheque/Bank transfer/cash on receipt of an invoice	Existing procedures adequate
Financial controls and records	Inadequate checks	L	Monthly accounts presented to the council by the Clerk for checking/approval. Two signatories on cheques/Bank Transfers. Internal and external audit. Any financial obligation must be resolved and clearly minuted	Existing procedures adequate

			All payments must be resolved and clearly minuted.	
Freedom of Information Act	Policy Provision	L- M	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require some hours of additional work.	Monitor and report any impacts made under Freedom of Information Act
Clerk	Fraud	L	The requirements of Fidelity Guarantee insurance must be adhered to.	

	Actions undertaken	L	Clerk should be provided on request with training, reference books, access to assistance and legal advice	
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures which can be adopted to minimise risk of having a contested election. Sufficient reserve is held to meet the costs.	Include in financial statement when setting precept for election year & include an Election reserve to be increased each year to ensure reserves are adequate for the year of the Election.
VAT	Reclaiming/charging	L	The Council has financial procedures which set out the requirements.	Existing procedures adequate
Annual return	Not submitted within time limits	L	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit agreed with the Audit Commission	Existing procedures adequate

ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Street furniture and playground equipment	Damage/theft to play equipment and benches etc.	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Maintenance and regular checks are carried out on all equipment. A professional inspection is carried out annually and repairs based on its findings implemented.	Existing procedures adequate

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 to be made within the powers of the Council and to be resolved and clearly minuted.	Existing procedures adequate Monitor on a regular basis
Minutes/ Agendas/ Statutory documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman	Existing procedures adequate
	Non-compliance with statutory requirements	L		Undertake adequate training Members to adhere to Code of Conduct

Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate
Employer Liability	Non-compliance with employment law	L	Wage Programme – Quickbooks is used to ensure all Legal requirements are met	On Going training. Registered to HMRC for updates. UCAS sites checked periodically
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	L	Council always receives and approves minutes at monthly/fortnightly meetings.	Existing procedures adequate
	Proper document control	L	Retention of document policy in place	Existing procedures adequate
	Data Breaches	L	General Data Protection Policy is in place and insurance Policy to cover any Data Breaches.	Existing procedures adequate

COUNCILLORS' PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting	Existing procedures adequate
	Register of Members Interests	L	Register of Members Interests held by Clerk to be updated as required.	Members to take responsibility to update

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ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTIONS
Council Insurance Including Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually	23/05/2019 23/05/2019	
Assets inspection	Annually	05/03/2019	
Financial Matters Banking Arrangements Insurance Providers VAT return completed Budget agreed, monitored and reported Precept requested: Payments approval procedure Full updated annual accounts/bank statements presented & approved by council. Internal audit External audit Internal check of financial procedures	Annually Annually Quarterly Annually Annually Monthly Quarterly Twice Yearly Annually Annually	05/2019 23/05/2019 31/03/2019 23/01/2019 31/03/2019 31/03/2019 31/03/2019 03/19 11/05/2019 31/03/2019	
Administration Minutes properly numbered Asset register available/updated Financial Regulations reviewed Backups taken of computer records	Ongoing Ongoing Annually Weekly	31/03/2019 31/03/2019 17/05/2019	
Employers Responsibilities Contract of employment in place Contractors Indemnity Insurance Written arrangements with contractors	n/a	11/18	

Members' responsibilities			
Code of Conduct adopted	Ongoing	2019	
Register of Interests completed and updated	Ongoing	31/03/2019	
Register of Gifts/Hospitality	Ongoing	31/03/2019	
Declarations of Interests minuted	Ongoing	31/03/2019	

*These risk assessment regulations were adopted by Codsall Parish Council
At the meeting of the Council held on 8th May 2019*

Signed.....(Chair)