

EXBOURNE WITH JACOBSTOWE PARISH COUNCIL.

Council Risk Assessment.

This document sets out Exbourne with Jacobstowe Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

Document Number:	EJPC 014
Approved by Resolution Number:	
Minutes Reference:	
Ratified on:	
Frequency of review:	Annually at a full Council Meeting
Version Number:	1.0

Version Control, Revisions and Reviews:

Date	Version	Notes
	1.0	Policy Adopted

Policy Review (where document reviewed but no changes made):

Review Number	Date	Resolution number & Minutes Ref:

THIS IS A CONTROLLED DOCUMENT.

Whilst this document may be printed, the electronic version maintained on the Exbourne with Jacobstowe Parish Council laptop is the controlled copy. A .pdf version of this document is published on the Exbourne with Jacobstowe Parish Council Website. Any printed copies of this document are not controlled.

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 Exbourne with Jacobstowe Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk(s) identified	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	M	At the council meeting to discuss the precept the Council receives a budget report, including the previous year end Budget report, the actual position and projected position to the end of year and indicative figures or costings obtained by the RFO. 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, less other sources of income or un-allocated reserves, is resolved to be the precept amount to be requested from West Devon Borough Council. The figure is submitted by the RFO. The Clerk informs the Council when the monies are received.	Existing procedure adequate
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations annually
Bank & Banking	Inadequate checks Banks mistakes	M M	The Council has Financial Regulations which set out banking requirements	Statements not currently send to Clerk's address, steps taken to remedy.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required

Grants and support payable	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 S.137 powers of expenditure.	Current procedure adequate, Grants Policy will be considered.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice is to seek more than one quotation/tender 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 and included in Standing Orders and Financial regulations.
Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	Clerks' basic hours are paid on a smoothed-out bases over the year and have been approved in advance. Any overtime and expenses are submitted at the council meeting for approval and paid to the Clerk. NI and IT contributions are deducted directly from Clerks pay as required. Any tax owed to HMRC will be paid as required.	Existing procedure 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	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate.
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online with the prescribed time frame by the RFO. Annual Return completed and signed by the Council. Relevant section submitted to internal auditor for completion and signing	Existing procedures adequate.

			then checked and sent to External Auditor within time frame.	
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used the Finance schedule.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality Business conduct	L 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. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate. Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of member's interests' forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities as necessity and a minimum of 2 quotes are considered by the Council when up for renewal unless council has signed up to a LTA.	Existing procedure adequate.
Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioner's Office (ICO).	Ensure annual renewal of registration
Freedom of Information (FOI)	Policy Provision	H M	The Council does not have a Model Publication scheme in place. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.	FOI publication policy to be created. Monitor any requests made under FOI

Assets	Loss or damage Risk/damage to third party property	L	An annual review of assets is undertaken for maintenance and insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are annually reviewed and maintained as required. 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	L	Parish Council noticeboard are located at Exbourne and Jacobstowe.	Annual inspections are carried out and visual check carried out when Agenda is put up.
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meetings are held either in the Village Hall at Exbourne or in Jacobstowe church Vestry. Appropriate facilities for the Clerk, members and the general public are available.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L L	The current Parish Council records are stored at the home of the Clerk. Historical records including correspondences, insurance, and bank records are stored in a lockable filing cabinet.	Damage (apart from fire) and theft are unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held at the Clerks home. Back-ups of electronic data are made at regular intervals on an external hard drive which is kept in a Fire & Water resistant locked bag at the Clerks her home.	Existing procedures considered adequate