

Playford Parish Council 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 Playford Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them				
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.	Existing procedure adequate.
Financial Records	Inadequate records	L	The Council has Financial Standing Orders which set out the requirements.	Existing procedure adequate
	Financial irregularities	L		Review the Financial regulations when necessary
Bank and banking	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements	Existing procedure adequate
	Banks mistakes	L	Monthly reconciliation	Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate.
		M		Include when reviewing Financial regulations.
Salaries and	Salary paid incorrectly.	L	Monitored at internal/external audit	Existing procedure adequate.
	Unpaid Tax to Inland Revenue.	L		
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate.
	Health and safety	L	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	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 Clerk.	Existing procedures adequate.
		L	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	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings.	Existing procedures adequate

Minutes/agendas/ Notices Statutory Documents	Accuracy and legality	L	Minutes and Agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements.	Existing procedures adequate.
	Business conduct	L	Minutes are approved and signed at the next Council meeting.	Members adhere to Code of Conduct
		L	Agenda displayed according to legal requirements.	Members adhere to Code of Conduct
		L	Business conducted at Council meetings should be managed by the Chairman	Members adhere to Code of Conduct
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
	Register of members interests	M	Register of members interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements.	Existing procedure adequate.
	Cost	L	Employer's and Employee liabilities a necessity and within policies.	Insurance reviewed annually.
	Compliance	L	Ensure compliance measures are in place. Fidelity checks in place.	
	Fidelity Guarantee	M		
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy	L	The Council has a Model Publication scheme in place. To date there has been only one request under FOI.	Monitor any requests made under FOI
	Provision	M	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	
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
	Risk/damage to third party (ies) property	L		
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
Meeting locations	Adequacy	L	The Parish Council meeting is held in the Parish Hall and is considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
	Health & Safety	M		
Council records – paper	Loss through:		The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minutes, insurance, bank records. The documents are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
	Theft	L		
	Fire	M		
	damage	L		
Council records – electronic	Loss through: Theft, fire damage	L	The Parish Council electronic records are stored on the Council computer held with the Clerk at her home. Back ups of electronic data is made at regular intervals and stored in the Parish Hall	Existing procedures considered adequate
	Corruption of computer	M		