

Appleton with Eaton Parish Council

Risk Assessment 202

Reviewed and adopted: 13th May 2024

This is an assessment of risk to the council. The council also has adopted Standing Orders and Financial Regulations to which it adheres.

<u>Risk Area</u>	<u>Risk identified</u>	<u>Level of Risk (H/M/L) – Likelihood x impact</u>	<u>Management of Risk</u>	<u>Action required</u>	<u>Review date of Action</u>
Precept (Finance)	Not submitted	Low (1 x 1)	Clerk to minute that the precept has been submitted.	Clerk to email District Council with precept amount.	January 2024
Precept (Finance)	Not paid by District Council	Low (1 x 1)	Clerk to note the date it should be received and check the bank statement.	Clerk to check bank statement.	April 2024
Precept (Finance)	Adequacy of precept	Low (1 x 2)	Clerk to recommend precept based on budget analysis.	Council to approve precept based on budget.	January 2024
Budget (Finance)	Overage/Omission	Low (1 x 2)	The clerk should budget according to need and do a quarterly budget against spend.	Council to act based on budget against spend.	Quarterly
Donations (Finance)	Ability/agreement/power to pay	Low (1 x 1)	The RFO should ensure the Council has the ability and power to make the payment and the Council has agreed it.	The RFO should include this as an agenda item and minute decisions.	As donations arise
VAT (Finance)	Analysis, claim within time limit	Low (1 x 2)	The RFO must ensure the VAT is calculated correctly, submitted in a timely fashion and received from HMRC.	The RFO will put the VAT return as part of the agenda and minutes.	At least annually.

Income (Finance)	Income is not received	Low (1 x 2)	The RFO must follow up on any income not received.	The Clerk and Council will take any action as required.	As situations arise.
Banking (Finance)	Errors/loss of cash	Moderate (2 x 2)	The Clerk should conduct a monthly bank reconciliation to ensure there are no errors. The Clerk should also ensure cash and cheques are paid in promptly	Two councillors must sign off on all payments.	Monthly
Bank signatories (Finance)	Lack of proper approvals	Low (1 x 2)	The Clerk should ensure that the bank mandate is set up with at least 2 signatories, but preferably more in the instance of one not being available for authorisation.	The bank mandate must be set up for 2 signatories to authorise payments and transfers.	May 2024
Debit card use (Finance)	Inappropriate expenditure	Low (1 x 2)	The Council must have a maximum transaction spend and maximum monthly spend on a debit card. In addition the Council will review the debit card statement monthly.	The Council will adhere to a debit card procedure.	Monthly
Reserves Adequacy (Finance)	Adequate funds are not available for intended projects.	Low (1 x 2)	The RFO must review the reserves with the council to ensure reserves are correct and reserved for what the council needs.	The Council must consider the reserves when establishing the budget and when reviewing the budget monitoring document quarterly.	Ongoing throughout the financial year.
Direct Costs/Expenses (Finance)	Goods not supplied as invoiced to the PC, invoice not correctly	Low (1 x 2)	The Clerk should ensure requirements are clearly expressed in writing prior to	The Clerk will follow procedures laid out in the Council's	Monthly for all invoices.

	calculated/addressed to the correct organisation		purchase. The RFO should check all invoices prior to paying.	Financial Regulations.	
Best value (Finance)	Work awarded correctly/overspend on services	Low (1 x 1)	The Council should follow the contracts procedures as set out in its Standing Orders. The RFO must check all invoices and if there is an overspend, ensure the council is aware prior to the spend/that there are reserves to cover any overspend.	The Clerk will follow procedures laid out in the Council's Standing Orders and Financial Regulations.	As needed
Annual Return (Finance)	Annual Return not submitted	Low (1 x 1)	The RFO must ensure the Annual Return is submitted on time and in accordance with the Joint Panel on Governance and Accountability Practitioners' Guide.	The Council must ensure the Clerk has this on an agenda prior to 30 th June.	May 2024
Misuse of funds (Finance and reputational)	Loss of funds through theft or dishonesty	Low (1 x 2)	The RFO will have a quarterly review of the accounts with the council to ensure transparency.	The Clerk will follow procedures laid out in the Council's Financial Regulations.	Quarterly
Insurance (Finance, Reputational, Security)	Adequacy	Low (1 x 2)	Insurance arrangements are reviewed annually or every 3 years depending on the duration of the insurance period.	Review cover annually and in the interim based on any changes occurring.	September 2024
Insurance(Finance, Reputational, Security)	Fraud	Low (1 x 2)	The Council has Fidelity Insurance of £100,000.	Review cover annually and in the interim based on any changes occurring.	September 2024
Insurance(Finance, Reputational, Security)	Libel and slander	Low (1 x 2)	The Council has Libel and Slander insurance of £250,000.	Review cover annually and in the	September 2024

				interim based on any changes occurring.	
Insurance(Finance, Reputational, Security)	Employers' Liability	Low (1 x 2)	The Council has Employers' Liability Insurance of £10,000,000.	Review cover annually and in the interim based on any changes occurring.	September 2024
Insurance(Finance, Reputational, Security)	Public and products liability	Low (1 x 2)	The Council has Public and Products Liability Insurance of £10,000,000.	Review cover annually and in the interim based on any changes occurring.	September 2024
Insurance(Finance, Reputational, Security)	Acquisition/Disposal of Assets	Low (1 x 2)	The Councils has sent the Asset Register to the insurers and the Clerk/RFO informs them of any changes to this.	Review cover annually and in the interim based on any changes occurring.	September 2024
Insurance(Finance, Reputational, Security)	Other insured areas	Low (1 x 2)	The Council has other areas insured such as the following: Business Interruption Personal Accident Money Terrorism War Pollution Liability Hirer's Liability Advertiser Liability	Review cover annually and in the interim based on any changes occurring.	September 2024
Employees (Loss of key staff)	Illness	Medium (2 x 2)	The Clerk is to ensure that processes are in place for key elements. The Clerk is to ensure the Chair/Vice Chair have all of the passwords needed.	The Council should act on areas needed in the Clerk's absence.	As needed.

Employees (Loss of key staff)	Resignation	Medium (2 x 2)	The council should ensure the clerk's contract allows for time to source a new clerk prior to the current clerk leaving. The council should ensure processes are in place and that they have all passwords in the case a clerk is not found in time for the current clerk to depart. The council should ensure there is a handover period.	The Staffing Committee must keep current with the contract and processes.	As needed.
Safety (Safety)	Health and Safety	Medium (2 x 2)	All employees, councillors and volunteers to be provided adequate direction and safety equipment needed to undertake their roles.	The Clerk and Council will ensure all staff, councillors and volunteers adhere to the Health and Safety Policy.	Ongoing
Payroll and salary (Finance)	HMRC Real Time Information (RTI) – submit within time limits	Low (1 x 1)	The Clerk should ensure the amount due to HMRC is received from payroll accountant and paid.	The Clerk will follow the payroll procedures.	Monthly
Payroll and salary (Finance)	HMRC End of year submission/P60 - submit within time limits	Low (1 x 1)	The Clerk should ensure the end of year submission is received from the payroll accountant.	The Clerk will follow the payroll procedures.	March 2024
Payroll and salary (Finance)	Salary paid incorrectly	Low (1 x 1)	The RFO should keep the Staffing Committee informed on the salary paid and what the salary should be. Payments should be kept in a payroll book available to the council to review.	The Clerk will follow the payroll procedures.	Monthly
Contractors (Finance, reputational)	Poor performance by suppliers	Medium (2 x 2)	The RFO must ensure the work carried out by suppliers is	The Clerk will ensure there is a written contract.	As needed

			completed according to what had been contracted.		
Data Security (Reputational, legal, IT)	GDPR being breached	Medium (2 x 2)	The RFO and council should adhere to its data protection policies.	The Council will adhere to its data protection policies.	Data protection policies will be reviewed in May 2024.
Minutes and Agendas (Legal)	Statutory Guidance not followed	Low (1 x 1)	The Clerk must ensure the agendas are published within the prescribed times and available to the public.	The Council will act in accordance with the Council's Standing Orders.	May 2024
Council Records (IT, reputational, security)	Loss of documentation	Low (1 x 1)	The Council must ensure all documents are kept securely either electronically and backed up regularly or in a fireproof cabinet.	The Clerk will adhere to the Document Retention Policy.	May 2024

Assets

<u>Risk Area</u>	<u>Location</u>	<u>Level of Risk (H/M/L) – Likelihood x impact</u>	<u>Management of Risk</u>	<u>Action required</u>	<u>Review date</u>
<u>Sportsfield/Pavilion</u>					
Sportsfield	Netherton Road	Low (1 x 1)	There is a Leisure and Recreation Working Group which monitors the sportsfield.	Action items are brought to the Parish Council, as needed.	As needed.
Pavilion	Netherton Road	Low (1 x 2)	There is a Leisure and Recreation Working Group which monitors the sportsfield.	Action items are brought to the Parish Council, as needed.	As needed

Electrics in Pavilion: 2 kettles, fridge/freezer,	Netherton Road, in the Pavilion	Low (1 x 2)	A fire risk assessment is to be done.	Action items are brought to the Parish Council, as needed.	Immediately
Fire extinguisher: 6ltr SP ecofoam extinguisher (x3)	Netherton Road in the Pavilion	Low (1 x 2)	A service of the fire equipment is carried out annually.	Action items are brought to the Parish Council, as needed.	Annually
Shed	Netherton Road	Low (1 x 1)	There is a Leisure and Recreation Working Group which monitors the sportsfield.	Action items are brought to the Parish Council, as needed.	As needed.
Two pairs of goal posts	Netherton Road	Low (1 x 1)	There is a Leisure and Recreation Working Group which monitors the sportsfield.	Action items are brought to the Parish Council, as needed.	As needed.
Mower	Netherton Road	Low (1 x 1)	There is a Leisure and Recreation Working Group which monitors the sportsfield.	Action items are brought to the Parish Council, as needed.	
<u>Jubilee Park</u>					
Play equipment	Badswell Lane	High (2 x 3) (Note: The Council actively works to mitigate this risk per its management and actions required.)	There is a Leisure and Recreation Working Group and the Friends of Jubilee Park which monitor the play area.	The Parish Council carries out weekly inspections itself and contracts out for an annual inspection. Action items are brought to the Parish Council, as needed.	Weekly, annually and as needed
<u>Other</u>					
Village Hall	Oaksmere	Low (1 x 1)	The Council has a Village Hall Committee	Ensure the Village Hall Committee stays intact.	Annually

			which acts as the Managing Trustee.		
Council laptop	Clerk's residence	Low (1 x 2)	The Clerk will ensure the laptop has appropriate security in place such as passwords and that material is regularly backed up.	Actions are brought to the PC.	Daily
Council printer	Clerk's residence	Low (1 x 1)	The clerk will monitor the equipment.	Actions are brought to the PC.	As needed.
Filing cabinet	Village Hall	Low (1 x 1)	The Clerk will ensure the cabinet is securely locked and keep a key.	Actions are brought to the PC.	As needed.
War memorial	Netherton Road	Low (1 x 1)	A Councillor monitors the War Memorial.	Actions are brought to the PC.	As needed.
Noticeboards	Eaton Road and Eaton Village	Low (1 x 1)	The Council and Clerk monitor the condition of the noticeboards.	Actions are brought to the PC.	As needed.
Land at Bablock Hythe	Eaton Village	Low (1 x 1)	The Council and Clerk monitor the condition.	Actions are brought to the PC.	As needed.
The Great Green	Netherton Road	Low (1x1)	The Council and Clerk monitor the condition.	Actions are brought to the PC.	As needed.
Iroko Bench Memorial	Netherton Road	Low (1x1)	The Council and Clerk monitor the condition.	Actions are brought to the PC.	As needed.
Trees	Various	Moderate (2x2)	The Council will conduct regular tree surveys.	Action will be taken as needed.	Surveys to take place in 2024 2025

The following risk matrix:

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		