

Aislaby, Middleton and Wrelton Parish Council

Risk Assessment

Introduction

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 the 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) Identified	H/M/L	Management / Control of Risk	Review / Access / Review
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 reviews the budget. 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. With this information the Council maps out the required monies for standing costs and projects for the following year, the total of which is resolved to be the precept amount to be requested from Ryedale District Council. The figure is submitted in writing (via Email). The Council are informed when the monies are received.	Existing procedure adequate.
Financial Record	Inadequate records Financial irregularities	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary
Bank and Banking	Inadequate checks Banks mistakes	L	The Council reviews the financial statement and bank account at each Council meeting. The Council has Financial Regulations which set out banking requirements .	Existing procedure adequate Review the Financial regulations when necessary

Aislaby, Middleton and Wrelton Parish Council

Risk Assessment

Reporting and Auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting	Existing procedure adequate Review the Financial regulations when necessary
Grants	Receipt of grant	L	The Council has Financial Regulations which set out requirements and procedures for receiving grants	Existing procedure adequate Review the Financial regulations when necessary
Grants & 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.	Existing procedure adequate
Best value accountability	Work awarded Incorrectly. Overspend on services.	L	The Council has Financial Regulations which set out requirements and procedures for both regular revenue payments and capital items.	Existing procedure adequate. Include when reviewing Financial regulations
Employees'	N/A	L	The council has no employees'	No requirement. Review if employees' are required.
VAT	N/A	L	The council does not claim or charge VAT	No requirement Review if VAT liability is required.
Annual Return	Submit within time limits	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. Annual Return actions require approval at relevant meeting and approved and minuted.	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, including reference to the power used under the Finance section of agenda and Finance report monthly	Existing procedures adequate.

Aislaby, Middleton and Wrelton Parish Council

Risk Assessment

Minutes/agendas/ Notices Statutory Documents`	Accuracy & legality	L	Minutes and agenda are produced in the prescribed manner and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate.
	Business conduct	L	Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	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	L	Register of members' interests forms submitted.	Members take responsibility to update register
Insurance	Adequacy / Cost	L	An annual review is undertaken of all insurance arrangements	Existing procedures adequate.
Data Protection	Policy	L	The Council will react as necessary to requests. To date there have 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.	Monitor any requests made under FOI

Physical Equipment / Records

Subject	Risk(s) Identified	H/M/L	Management / Control of Risk	Review / Access / Review
Assets	Loss or damage Risk/damage to third party property	L	An annual review of assets is undertaken for insurance provision	Existing procedure adequate.
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 or maintenance is actioned/authorised in accordance with the correct	Existing procedure adequate.

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Risk Assessment

	Unsafe work by contractors	L	<p>procedures of the Parish Council.</p> <p>Assets are insured.</p> <p>Proper procedures followed in tender documents, risk assessed prior to work being undertaken</p>	Existing procedure adequate.
Notice Board	Risk of Damage	L	<p>The Parish Council currently has three notice boards.</p> <p>No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.</p>	Existing procedure adequate.
Meeting Location	Adequacy Health & Safety	L	<p>The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.</p>	Existing procedure adequate.
Council records	Loss through Theft, Fire.	L	<p>The Parish Council records are stored at the home of the Chairman.</p> <p>Records include historical correspondences, minutes, insurance, and bank records.</p> <p>Where possible records are also kept electronically in local (securely at the home of the Chairman) and securely in the cloud (via Dropbox).</p> <p>Members may hold additional copies of historic agendas and minutes etc.</p>	Existing procedure adequate.
Web Site	Out of Date Hacked by 3 rd party	L L	<p>Web site content is review regularly.</p> <p>Hosted and maintained by local council infrastructure</p>	Existing procedure adequate.