



Owslebury Parish Council Risk Assessment

Adopted by Council 14 February 2022

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

	HIGH RISK		MEDIUM RISK	LOW RISK
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FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	Level of Risk	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties		To determine the precept amount required, the Council regularly receives budget update information at its meetings. At the precept meeting the Council receives a budget report, including actual position and projected position to the end of year, indicative figures or costings obtained by the Clerk. 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 is resolved to be the precept amount to be requested from Winchester City Council. The figure is submitted by the Clerk to WCC. The Clerk informs the Council when the precept has been received. In addition the Council maintains reserves, one of which is a General Reserve equating to between 6 and 9 months budgeted expenditure.	Existing procedure adequate.



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Grants	Receipt of Grant		The Council has Financial Regulations which set out the requirements procedures for receiving grants	Existing procedure adequate.
Grants	Paying of Grants		All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made.	Existing procedure adequate.
Financial Records	Inadequate records		The Council has Financial Regulations which sets out the requirements and has adopted the HALC model. Bank balances and breakdown of receipts and payments are produced at each full council meeting.	Existing procedure adequate Review the Financial regulations when necessary

Fraud - General	Inadequate checks		The Council has Financial Regulations which set out the banking requirements. All cheques , electronic & credit card payments must be dual authorised by two designated Councillor signatories and by the Clerk. There is no petty cash. Clerk’s timesheet and expenses is reviewed by the Chairman & Vice Chairman every month. A monthly bank reconciliation is produced by the Clerk and sent to the Councillors before each full council meeting where they are signed by the Chairman. A Councillor signs the Bank Statements at each full council meeting.	Existing procedure adequate.
Fraud - payroll	Inadequate checks		Clerk maintains payroll records including RTI for PAYE/NI. The Clerks salary is based on SLCC scales and reviewed/approved annually in budget process.	Councillors to review PAYE/NI records to ensure all payments up to date



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Best value accountability	Work awarded incorrectly. Overspend on services.		Normal Parish Council practice would be to seek, if possible, 3 quotes for any orders over £100. 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.
VAT	Reclaiming		Included in Financial Regulations. VAT claim submitted regularly if over £100; reconciled to cash book.	Existing procedure adequate.
Legal powers	Illegal activities or payments		All activity and payments within the powers of the Parish Council resolved at full Council meetings and reviewed by Internal Auditor. Where necessary advice sought from HALC. A Finance report is sent to the Council monthly	Existing procedures adequate.
Inadequate insurance cover	Adequacy Cost Compliance Fidelity Guarantee		Annual review undertaken by Clerk and reviewed by Chair. Presented to full Council. Ensure compliance measures are in place Fidelity checks in place.	Existing procedure adequate
Council Records - Electronic records	Loss of vital information		Back up copy of computer records undertaken monthly and kept at Clerk's home this is backed-up using a hard drive stored in a fireproof box.	Existing procedure adequate
Council Records – Paper	Loss of vital information		Some of the Parish records are stored at the home of the Clerk and some are stored at the Parish Hall. Records include historical correspondence, minutes, insurance, bank records and other documents. The documents at the Parish Clerks home are stored in a lockable filing cabinet and in the wardrobe. The documents held at the Parish Hall are stored in a lockable filing cabinet in a locked room.	



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Legal records	Loss of contracts and title to property		Clerk maintains files of contracts and title at home.	Consideration to be given to off site storage.
Website and Information service	Proper update and use of website and information service.		Website (WordPress) and Information Service (Mail Chimp) maintained by Clerk and updated as necessary.	Consider Passwords to be changed every 3 months
Elections costs.	By-elections or full elections may be both necessary and costly.		Reserve for election costs.	Procedure adequate.
Annual Returns.	Return submitted late.		Annual returns completed by the end of April. Employers return submitted to HMRC. Annual Return approved by whole Council before submission. Submitted online with the prescribes timeframe by the Clerk.	Procedures adequate but consider Councillor review of PAYE annual return.
Non availability of Clerk/RFO	Administration of Council		Temporary cover via use of locum. Recruitment policy in place and use of HALC to assist.	Consider adequacy of reserves on regular basis to cover locum costs for 6 months.
Data protection Policy	Policy Provision		The Council is registered with the Data Protection Agency. Data Protection policy reviewed yearly.	Ensure annual review of registration
Meeting Location	Adequacy, Health & Safety risk		The Parish Council Meetings are held at the Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from a Health and Safety and comfort aspects.	Existing location adequate
Minutes/Agendas/Notice Statutory Documents	Accuracy and legality Business conduct		Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.



PHYSICAL ASSETS

Assets	Loss or damage Risk/ Damage to third party property		Annual review of assets for insurance purposes.	Existing procedure adequate
Maintenance of assets	Poor performance of assets		Annual review of assets completed by the Clerk. Benches, War Memorial, Bus Shelters & Notice Boards regularly inspected for problems. Play area reviewed by independent assessor twice per year. ACSO reviews play area for visual inspection fortnightly. Grass cut regularly in the Glebe field, cricket pitch and play area. Cricket pavilion is currently not in use and locked and boarded up, only the Clerk has the only set of keys.	Existing procedure adequate
Maintenance of trees	Loss of use of, or injury to, parishioners		Visual checks by Councillors and when appropriate by specialists. Trees pruned as required.	Consider independent inspection every three years or so of all trees.