

Sourton Parish Council Financial Risk Assessment

RISK ASSESSMENT								
Location:		Sourton Parish Council Financial Risk Assessment		Signed:		A Horn		
				Date:		February 2023		
				Review Date:		February 2024		
Activity/ Process	Hazard Identified	Existing Controls	Who Might Be Harmed and How	Level of Risk			Further Action Required	Completed
				A	B	C		
Business Continuity	Council not being able to continue its business or tragic circumstances	All files and records kept at the clerk's home. All parish documents stored on the cloud. Computer has Norton security installed. Computer files backed up to memory stick monthly and given to chair In the event of the clerk being indisposed the chair holds the details of the website and email log in information	Council	1	2	2	Scheme of delegation in December 21 to allow for continuity during lockdown periods Scheme of delegation to be agreed for election period.	
Meeting Location	Adequate health and safety	Meetings are held in Sourton Village Hall. Door key kept at the hall in the event the clerk is indisposed. The premises and facilities are considered to be adequate for the clerk, councillors and any public who attend from a health and safety and comfort point of view	Council Clerk Members of the public	1	1	1	Complying with Hall H&S	

Commented [AH1]: Pandemics are a new risk to councils functioning. Having a plan in place the means the council can keep running even in a local down situation is essential

Commented [AH2]: This document lists the risks to the council functioning and risks to public money and what steps we have put in place to prevent it being an issue.

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Council Records	Loss through theft fire or damage	Current papers held in a desk in the clerks home. Some archive material also held here.	Council	1	2	2	Clerk to purchase metal filing cabinet for papers.	
Precept	Adequacy of precept	Sound budgeting to underline annual precept. The PC receives monthly banking information, quarterly budget updates and a detailed budget in the autumn. The precept is an agenda item in December	Council The parish	1	1	1		
Insurance	Adequacy Cost Compliance Fidelity Guarantee	An annual review is undertaken of all insurance arrangements in place. Employers liability, public liability and fidelity guarantee are a statutory requirement. Current levels as per the insurance schedule	Council Members of the public	1	1	1	Review provision and compliance annually	
Banking	Inadequate checks	The council has Financial Regulations which set out the requirements for banking, cheques, and the reconciliation Accounts are annually reviewed by internal auditor	Council	1	1	1	Review financial regulations annually. A non-signatory councillor signs the bank statements	
Cash	Loss through theft or dishonesty	The council has no petty cash or float. Any cash transactions made by the clerk, are fully receipted and then re-imbursed paid by bacs.	Council	1	1	1		

Commented [AH3]: The council has insurance to cover its liability both public and as an employer. This cover is reviewed annually.

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Financial Controls and records	Inadequate checks	Monthly reconciliations/Finance reports prepared by the clerk and checked by the nominated councillor Two out of three signatories required per cheque. Two out of three to agree internet banking payments. Internal audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any S137 payments must be recorded at the time of approval.	Council	1	1	1	Annually check that bank signatories are still a councillor.	
Freedom of Information	Policy Provision	The council has the model publication scheme for local councils in place.	Council	1	1	1	Monitor and report any impacts made under Freedom of Information Act	
Clerk	Loss of clerk Actions Fraud	The requirements of fidelity insurance guarantee must be adhered to. Clerk should be provided with any relevant training, reference books, access to assistance and legal advice	Council	1	2	2	Membership of Dalc Working conditions monitored	

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Election	Risk of election costs	Risk is higher in election year. There are no measures which can be adopted to minimise the risk of a contested election. A contingency fund should be kept to meet these possible costs, particularly in election year.	Council	1	2	2	Include in budget when setting the precept. Contingency now implemented.	
Vat	Re/claiming/recharging	The council has financial regulations which set out the requirements. VAT reclaims are undertaken annually.	Council	1	1	1		
Annual Return	Not submitted within the time limits	Annual return is completed and signed off by the council submitted to the Internal Auditor for completion and signing, within the time limit.	Council	1	1	1		
Street Furniture	Damage to or theft of	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by members of the council.	Council Members of the public	1	1	1		
Legal Powers	Illegal activity or payments Working parties	All activity and payments made within the powers of the parish council are to be resolved and clearly minuted. Working Party has no spending or decision-making power	Council	1	2	2	Working Parties Terms of Reference agreed at Full Council	

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Minutes/Agendas/ Statutory documents	Accuracy and legality Non compliance With statutory regulations	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at council meetings is managed by the chairman.	Council	1	1	1	Undertake adequate training Councillors adhere to code of conduct	
Public Liability	Risk to third parties property or individuals	Insurance is in place. Risk assessment of any individual event undertaken.	Council	1	2	2		
Employer	Non-compliance with employment law	Undertake adequate training and seek advice from Dalc or District Council where necessary	Council	1	1	1		
Legal Liability	Legality of activities Proper and timely reporting via minutes	Clerk to clarify legal position on proposals and seek advice if necessary. Council always receives and approves minutes at monthly meetings	Council	1	2	2		
Members Interests	Conflict of interests Register of members interests	Councillors have a duty to declare any interests at the start of the meeting. Register of Members interests form to be reviewed on an annual basis.	Council	1	2	2	Members to take responsibility to update their register.	

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Rating system: assessment made on basis of current precautions which are in place.

Risk assessment intended to cover all risks associated with the job in one reference source including CoSHH, handling, etc.

Severity	Scale	Likelihood
Cuts or bruises, minor temporary irritations	1	Very remote. Has never happened.
Deep cuts, minor burns, eye-skin or lung irritation, small electric shock, temporary problems from repetitive tasks, small scalds. Short term infection risks which will not lead to lost time. Broken finger / toe. One or two day bad back pain. Multiple people experiencing multiple level 1 cases.	2	Unlikely. Happened once.
Broken limb, potential short-term eye or lung damage or minor repetitive problems, sensitisation, short term back pain (> 2 days), large electric shock, infection risks which whilst not life threatening may lead to lost time. Chemical burns to skin with lasting effects for up to one month, multiple level 2 cases.	3	Possible. Happened once, a few near-misses.
Total/Partial disablement, loss of fingers, serious head, long term eye injury, long term lung damage, long term / chronic health effects inc. back problems, hearing damage, potentially serious long term health risks from infection, coma, chemical burn with permanent scarring, multiple level 3 cases.	4	Likely. Injury has resulted a few times.
Death, major fire, explosion, multiple level 4 and 5 cases.	5	Almost certain. Injury happens regularly.

Items requiring action to be planned using a balance of available resources versus overall risk level:

- Items rated 1 to 5. Very low risk. Consider remedial action only where excessive costs are not incurred.
- Items rated 6 to 15. Low to medium risk. Plan remedial action over the medium term, balancing costs and risk.
- Items rated 16 to 20. High risks. Treat as a priority for action to reduce to eliminate the risk.
- Items rated 21 to 25. Extremely high risk of imminent serious injury. Recommend prohibiting the work until remedial action undertaken.