

BURTON LEONARD PARISH COUNCIL

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RISK
ASSESSMENT / MANAGEMENT
DOCUMENT

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RISK ASSESSMENT & RISK MANAGEMENT

- Risk assessment is a systematic general examination of the activities of the Parish Council to enable potential risks to be identified.
- The Parish Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified.
- This document has been produced to enable Burton Leonard Parish Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.

<u>FINANCIAL</u>				
AREA	IDENTIFIED RISK	LEVEL OF RISK	• CONTROLS	• ACTION REQUIRED
Precept	Adequacy of precept in order for Council to carry out Statutory duties	L	<ul style="list-style-type: none"> • Annual budget produced • The Council receives monthly budget report. • Monthly information and budget monitoring allows Council to estimate standing costs and costs of projects for the subsequent years. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Financial Records	Inadequate records leading to financial irregularities	L	<ul style="list-style-type: none"> • Financial Regulations sets out requirement for production of records at meetings. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Bank and banking	Inadequate checks/ bank mistakes	L	<ul style="list-style-type: none"> • Financial Regulations set out setting out banking requirements and controls in place for electronic 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

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			<p>banking.</p> <ul style="list-style-type: none"> • Monthly bank reconciliation statement 	
Reporting and Auditing	Communication of information	L	<ul style="list-style-type: none"> • Financial matters are a regular item on the Agenda of the Council monthly meeting. • Monthly checks by Councillors 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Wages and associated costs	Salaries paid incorrectly Incorrect HMRC NI and PAYE payments	L	<ul style="list-style-type: none"> • Salary payments included in monthly invoices listed for payment checked by designated Councillor. • Independent, professional payroll service engaged by Parish Council 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Best Value Accountability	Work awarded incorrectly. Overspend on services	L	<ul style="list-style-type: none"> • Parish Council procedure (as per Financial Regulations) to seek 3 quotes for all work estimated to cost over £100. • For major projects, competitive tendering process would be initiated (as per Financial Regulations) 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
<u>VAT</u>	Unclaimed VAT refunds	L	<ul style="list-style-type: none"> • Refunds from HMRC for reclaimed VAT noted in lists of monthly income. • VAT incurred displayed in separate column in cash book. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

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EMPLOYMENT ISSUES

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
Working hours	Over payment of wages for hours worked	L	<ul style="list-style-type: none"> • Council has responsibility for monitoring of hours worked for all employees. • Wage cost submitted at each meeting for sign off. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Working conditions	Council non-compliant with contractual obligations; leading to discontented workforce.	M	<ul style="list-style-type: none"> • Regular reviews of staff performance and working relationship with the Council 	Ensure all staff have access to reviews, etc
Health and Safety	Injury to staff in the working environment	L	<ul style="list-style-type: none"> • Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles. 	Provide extensive health and safety guidance to all staff on a regular basis in conjunction with regular reviews of working practices and risk assessments.
Fraud	Fraud by employees	L	<ul style="list-style-type: none"> • Requirements of Fidelity Guarantee within insurance provision. • Regular checks and internal controls on financial activity 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

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INSURANCE PROVISION

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
Adequacy	Insurance provision inadequate for the risk identified	L	<ul style="list-style-type: none"> • Annual review is undertaken of all insurance arrangements 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
Cost	Best value practice not undertaken	L	<ul style="list-style-type: none"> • Cost of insurance provision and service provided by said provider reviewed annually. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
<u>FREEDOM OF INFORMATION PROVISION</u>	Non-compliance with Freedom of Information Act statutory requirements	L	<ul style="list-style-type: none"> • Council has Model Publication scheme available on website and hard copy from the Clerk • Freedom of Information Request Policy 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
<u>DATA PROTECTION</u>	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	L	<ul style="list-style-type: none"> • Clerk/RFO and members undertaken training • Data/information audit complete and reviewed regularly • Privacy notices available on website • Consents log live • Policy for review of consents in place • Retention and disposal policy adopted. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

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			<ul style="list-style-type: none"> • Security Incident Procedure/policy in place 	
<u>ANNUAL RETURN (HMRC)</u>	Submission within time limits to avoid financial penalties	L	<ul style="list-style-type: none"> • Employers Annual Return to HMRC completed and submitted online within the required time frame by Instructed Professional 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
<u>LEGAL POWERS</u>	Illegal activity and/or payments	L	<ul style="list-style-type: none"> • All actions of the Parish Council noted in Minutes presented to all members. • All resolutions for payment resolved at regular ordinary meetings of Parish Council. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
<u>STATUTORY OBLIGATIONS REGARDING DOCUMENTS</u>	Accuracy and legality of notices, agendas, Minutes	L	<ul style="list-style-type: none"> • Agendas, Notices and Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements. • Agendas and notices are displayed according to legal requirements. • Minutes are approved, signed and dated at the next meeting of the Council/Committee. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
<u>MEMBERS INTERESTS</u>	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	M	<ul style="list-style-type: none"> • Request for all members to declare any interests in business to be considered at all meetings. • Registration of interests by members on prescribed form. • Responsibility of individual member to 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

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			<p>declare said interests.</p> <ul style="list-style-type: none"> • Register of interests forms displayed of parish council website. 	
<u>ASSETS MAINTENANCE</u>	Loss or damage. Risk damage to third party	L	<ul style="list-style-type: none"> • Annual review of assets undertaken for both insurance provision and external audit requirements. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
i) Play areas	Damage to equipment. Risk to third parties	L	<ul style="list-style-type: none"> • Clerk possesses emergency powers to deal with urgent repairs. • Quarterly operational and maintenance inspection undertaken by play equipment specialist • Annual safety inspection undertaken to RoSPA standards and report presented to Council for action. • All aspects of play areas considered by the council on a monthly basis • Public Liability insurance in place. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
ii) Notice boards dog bins sat/grit bins benches	Damage to equipment. Risk to third parties	L	<ul style="list-style-type: none"> • Clerk possesses emergency powers to deal with urgent repairs. • Notice board provision considered by council on a monthly basis. • Public Liability insurance in place. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
iii) Open spaces - trees	Damage to equipment. Risk to third parties	L	<ul style="list-style-type: none"> • Monthly checks undertaken by Clerk • Clerk possesses emergency powers to deal with urgent maintenance work. • Open space provision considered by 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

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			<p style="text-align: center;">Council on a monthly basis.</p> <ul style="list-style-type: none"> • Public Liability insurance in place. 	
<u>ASSETS</u>	Poor performance of assets	L	<ul style="list-style-type: none"> • All assets owned by Parish Council are regularly reviewed. • All repairs and relevant expenditure authorised in accordance with correct procedures of the Parish Council. • All assets insured. • Insurance provision reviewed annually. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate
<u>MEETING LOCATION</u>	Premises inadequate for needs of Council and inaccessible for members of the public	L	<ul style="list-style-type: none"> • All (in normal circumstances) meetings of Burton Leonard Parish Council are held in St Leonards Hall, Burton Leonard which has adequate facilities for the hosting of meetings. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate

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COUNCIL RECORDS

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
Paper Records	<p>Loss of essential records through theft and/or fire damage.</p> <p>Council Minutes, leases and historical correspondence.</p> <p>Financial records.</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> • All pre-2000 Parish Council Minutes are archived at central library all other minutes, leases and historical correspondence are stored in lockable metal cabinet at the Clerk's office. • All Parish Council financial records are stored at the Clerk's office. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate • Revision required of storage facilities and potential for loss and/or damage.
Electronic Records	Loss through; theft, fire damage or corruption of computer	L	<ul style="list-style-type: none"> • Parish Council electronic records are stored on computers at the Clerk's office. • Back-ups of electronic data are made at regular intervals 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate