

BUCKMINSTER PARISH COUNCIL

RISK ASSESSMENT

2021

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated, and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Background

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. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk. The list is not exhaustive and the Parish Council may wish to consider other risks not identified. The table below:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk, giving the likelihood that the issue could occur and the potential level of harm if it did
- Evaluates the management and control of the risk and records findings
- Reviews, assesses, and revises procedures if required.

MANAGEMENT

Subject	Risk(s) Identified	Risk Score H/M/L Potential Harm		Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	M	In the event of the Clerk being indisposed the Chairman to contact LRALC for advice. Clerk to ensure that access to records can be achieved and records are up to date if cover is needed.	Review when necessary
Meeting Location	Adequacy	L	L	Meetings are held in the Buckminster Village Hall which has disabled access. The premises and facilities are adequate for the Clerk, Councillors and any members of the public who attend.	During restrictions placed by Covid 19 meetings have been held using Zoom and similar arrangements could be made at any time if the village hall was inaccessible.

Subject	Risk(s) Identified	Risk Score		Management/Control of Risk	Review/Assess/Revise
		H/M/L Potential	Harm		
Council Records (electronic)	Loss through damage, fire, corruption of computer	M	M	The Parish Council's electronic records are stored on the clerk's computer. Back-ups of the files are taken at hourly intervals and stored at the clerk's home. The computer is protected by Microsoft Defender.	Existing procedure adequate. Review if change takes place.

FINANCE

Subject	Risk(s) Identified	Risk Score		Management/Control of Risk	Review/Assess/Revise
		H/M/L Potential	Harm		
Precept	Adequacy of precept	L	M	Sound budgeting to underline the annual precept. The Parish Council receives detailed budgets in the late autumn. A monthly bank statement is circulated to Council members to ensure expenditure against budget is monitored regularly. A summary of account balances is presented at Council meetings. The precept is an agenda item at the November meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance	L L L	H H H	An annual review is undertaken of all insurance arrangements in place. Endorsement is given at the first meeting of the year.	Existing procedure is adequate. Review provision and compliance annually.
Banking	Inadequate checks	L	M	No petty cash is held by staff. All payments are made by cheque, BACS or direct debit drawn on the Council's current account at HSBC.	Existing procedures are adequate

Financial controls and records	Inadequate checks	L	M	A reconciliation is prepared by the RFO and presented at each Parish Council meeting. Two Council members have full access to the internet banking system and authorise online payments to be made by the RFO. A limit of £250 is set for online payments Three signatories are required for cheque payments; cheque stubs are initialled by signatories. Internal audit oversight. Financial obligations are resolved and clearly recorded.	Existing procedures are adequate
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OTHER ASPECTS

Subject	Risk(s) Identified	Risk Score H/M/L Potential Harm		Management/Control of Risk	Review/Assess/Revise
Freedom of Information Act	Failure to comply with the Act	L	M	The Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council can request a fees as set out in the Publication Scheme. However, the request can be resubmitted, broken down into sections, potentially negating the payment of a fee. An initial response will be made to requests liable to exceed six hours and the Parish Council informed of the request at the next meeting. Minutes from 2016 to the present day are open and available on the Parish Council's website. Older minutes are available in hard copy.	Monitor and report any impacts under the Act

Clerk	Loss of Clerk	M	M	Councillors can perform the clerk's duties. Funding is available for training an unqualified clerk.	Existing procedure is adequate. Review provision and compliance annually.
	Fraud	L	M	The Chairman and vice chairman can see all bank transactions online.	
	Actions undertaken	L	H	Clerk should be provided with relevant training, reference books, access to assistance and legal advice. Clerk to be aware of the publication of new editions of reference books.	
VAT	Missed payment	L	M	VAT claims are made annually by the RFO	Existing procedures are adequate
PAYE	Incorrect/Missed payment	L	M	Payments are made by the RFO using Bright Pay software	Existing procedures are adequate
Election Costs	Impact on budget	M	M	Guidance on costs received from Melton Borough Council. Prior review by Parish Council. Inclusion in election year budget and precept. Risk is higher in an election year. Provision of a contingency fund to meet the costs.	Include in financial statement when setting precept

ASSETS

Subject	Risk(s) Identified	Risk Score H/M/L Potential Harm		Management/Control of Risk	Review/Assess/Revise
Street Furniture/ Dog Bin	Loss or Damage Risk/damage to third party/property	L	L	Parish Council has three dog bins as listed in the Asset Register and 28 streetlights. A review of assets is undertaken annually for Insurance provision and maintenance. Repairs and relevant expenditure for these are actioned in accordance with correct procedures	Existing procedure adequate Ensure inspections are carried out
Notice Boards	Loss or Damage Risk/damage to third party/property	L	L	Parish Council shares a noticeboard owned by the Buckminster Estate. A Parish Council board is installed in Sewstern and is subject to monthly inspections; the latter are dependent on Covid 19 restrictions. The Parish Council has indemnity insurance to the value of £10M.	Existing procedure adequate. Ensure inspections are carried out.

LIABILITY

Subject	Risk(s) Identified	Risk Score H/M/L Potential Harm		Management/Control of Risk	Review/Assess/Revise
Minutes/Agendas/ Statutory documents	Inaccurate or illegal. Non- compliance with statutory requirements Proper and timely reporting via the minutes	L	L	Minutes and agendas are produced in the prescribed way 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 Chair. Risk management to be a regular item in meeting agendas. Council meets 5 times a year and receives and approves minutes of previous meetings. Minutes are made available to the public via the website and the Council notice boards	Existing procedures adequate Members to adhere to code of conduct
Public Liability	Harm to third party, property, or individuals	L	M	Insurance is in place. Risk assessment of events is undertaken.	Existing procedure adequate.
Document Control	Documents not retained	L	M	Documents are retained in accordance with legal requirements. Documents are held on paper and/or electronically. Documents are held in the Clerk's and a councillor's home. All other data is stored in compliance with the GDPR.	Existing procedure adequate

COUNCILLORS' ACTIVITIES

Subject	Risk(s) Identified	Risk Score		Management/Control of Risk	Review/Assess/Revise
		H/M/L Potential	Harm		
Members' interests	Conflict of interest Financial Personal	L L	M M	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interests form will be reviewed at least on an annual basis.	Existing procedures adequate. Members to take responsibility to update their register.