

## Braunston Parish Council Risk Assessment

review date: November 2021 Meeting next  
formal review November 2022

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify 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 Braunston 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/Assess/Revise
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 receives budget update information monthly. 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 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 Daventry District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council have Local Government Financial Regulations that set out the requirements.	Existing procedure adequate Review the procedure in line with any changes in the financial regulations when necessary

Bank and banking	Inadequate checks Banks mistakes	L	The Council has Financial Regulations which set out banking requirements	Existing procedure adequate
		L	Monthly reconciliation	Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report), discussed/reviewed, and approved at each meeting. A monthly report is also placed on the Braunston web site	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed and implemented, if required
Charges-rents receivable	Payment of rents	L	The Parish Council does not collect Allotment rents as the subcommittee handles these. Allotment holders have signed agreements and rent income reviewed every two years.	Existing procedure adequate
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minute and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work, competitive tenders are sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	Salaries included in monthly accounting package, which also includes PAYE payments	Existing procedure adequate
		L		

Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to concerning fraud.	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles	
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out The requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Employers Annual Return are completed and submitted online with the prescribed period by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within period.	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
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate.  Members adhere to Code of Conduct
	Business conduct	L		
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of member's interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to

				update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. To date there has 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. The Parish Council publish on the website that they can request a fee to cover the additional hours of work	Monitor any requests made under FOI
<b>PHYSICAL EQUIPMENT OR AREAS</b>				
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken and recorded for insurance provision	Existing procedures 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 is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured except for streetlights where a policy of self-insurance is undertaken, as the premium is prohibitive against historic costs incurred.	Existing procedures adequate
Notice Boards	Risk of damage	L	The Parish Council currently has two notice board. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in	Existing procedures adequate

			accordance of the correct procedures of the Council.	
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meetings are held in a venue considered to have appropriate facilities for the Clerk, members and to provide access to the public. This now includes Zoom meetings allowable under regulations granted in 2020.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored in the Parish storage office. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable office.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records since 2000 are stored on Dropbox and back up to the cloud separately. This is a real time back up.	Existing procedures considered adequate