

NUNNEY PARISH COUNCIL – RISK MANAGEMENT POLICY - April 2023

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

FINANCIAL AND MANAGEMENT		Risk Assessment			Review/Assess/Revise
		Impact L=1, M=2, H=3	Likelihood L=1, M=2, H=3	RAG Status (Auto-Generated)	
Subject	Risk(s) identified				Management/control of Risk
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	2	1	2	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year. 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 Mendip District Council. The figure is submitted by the Clerk in writing.
Financial Records	Inadequate records Financial irregularities	1	1	1	The Council has Financial Regulations which sets out the requirements.
Bank and banking	Lack of control over banking/procedures/checks	1	1	1	The Council has Financial Regulations which set out banking requirements, including Monthly reconciliation/reports presented at Parish Council meetings.
Reporting and auditing	Reporting information communication	1	1	1	Financial reporting is a monthly agenda item. Members have the opportunity to discuss, question, review financial matters during the monthly Parish Council meeting.
Grants	Receipt of grants	1	1	1	Grant applications/procedures are followed and decisions shared with members as and when relevant.
Grants and support payable	Authorisation of Council to pay	1	1	1	All such expenditure must adhere to The Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure
Best value accountability	Work awarded incorrectly	1	1	1	Financial Regulations followed. Quotations/estimates obtained where required.
Salaries and assoc. costs	Overspend on services.	2	2	4	Financial controls to be undertaken and monitored. Procurement procedures to be followed. Following Parish Council approval, where possible, local trades people will be awarded contracts/work.
	Salary paid incorrectly.	1	1	1	Contract of Employment in place for all employees
	Unpaid Tax/NI to Inland Revenue.	1	1	1	Annual review of salaries to be undertaken before Annual Precept is agreed
	Fraud by staff	1	1	1	Financial Report to Members. HM Revenue and Customs REAL TIME procedures followed for NI and PAYE. Annual returns completed on Line within the required timescale
Employees	Health and safety	1	1	1	Requirements of Fidelity Guarantees insurance adhered to with regards to fraud. Finance reports presented. End of Year information reported/internal and external audit controls
VAT	Reclaiming/charging	2	1	2	All employees to be provided adequate direction and safety equipment needed to undertake their roles
External Audit Annual Return	Submit financial documentation as required within time limits	2	1	2	The Council has Financial Regulations which set out the procedures to be followed. Reporting to council of VAT recovered. External Audit Annual Return completed and signed by the Council, submitted to internal auditor for completion and relevant checks. The Clerk to ensure that further requests from the External Auditor are responded to promptly and reported to the Full Council.
Legal Powers	Illegal activity or payments	2	1	2	All activity and payments within the powers of the Parish Council to be resolved/approved at full Council Meetings. Control presented through monthly finance reports
Minutes / Agendas / Notices / Statutory Documents	Accuracy and legality relating to official business documentation	1	1	1	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are consecutively numbered with each individual page signed and dated by the chair.
Members interests	Business conduct	1	1	1	Agenda displayed according to legal requirements.
	Conflict of interests	1	1	1	Business conducted at Council meetings should be managed by the Chair.
	Register of members interests	1	1	1	Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly and passed on to the local authority.

Insurance	Adequacy Cost Compliance Fidelity Guaranteee	2	1	2	Risk Assessment		Existing procedure adequate. Insurance reviewed annually.
					Impact L=1, M=2, H=3	Likelihood L=1, M=2, H=3 (Auto-Generated)	
Data protection	Policy provision	2	1	2			An annual review is undertaken of all insurance arrangements to include: •Employers and Employee liabilities •Fidelity •Public Liability •Assets and Equipment
Freedom of Information	Policy Provision	1	1	1			The Parish Council is registered with the Data Protection Agency The Council has a Model Publication scheme in place. Fees for information should be based on time management in obtaining such information.
PHYSICAL EQUIPMENT OR AREAS							
Subject	Risk(s) Identified	Impact L=1, M=2, H=3	Likelihood L=1, M=2, H=3	RAG Status (Auto-Generated)	Management/control of Risk		
Assets	Loss or damage Risk/damage to third party (ies) property	3	1	3	An annual review of assets is undertaken for insurance provision		
Maintenance	Poor performance of assets or amenities	2	1	2	All assets owned by the Parish Council are regularly inspected, reviewed and maintained. All repairs and relevant expenditure relating to repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.		
	Risk to health and safety to the general public.	3	1	3	An annual inspection of play equipment is carried out by a qualified third party to comply with RoSPA requirements. Reported faults/damage are dealt with promptly.		
Notice Boards	Risk of damage	1	1	1	Assets are insured. The Parish Council has several notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with Council procedures.		
Meeting locations	Adequacy Health & Safety	1	1	1	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The venue is compliant with Disability Laws.		
Council records – paper	Loss through: • Theft • Fire • damage	2 2 2	1 1 1	2 2 2	The Parish Council records are stored at the home of the Clerk/RFO. Records include historical correspondences, minutes, insurance policy and information, bank records, policies, data protection records, Members declaration of interests. Nurney Village Hall All documents are kept secure.		
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	2	1	2	The Parish Council electronic records are stored the Google Drive. Backups of electronic data are made at regular intervals.		

Approved at the Parish Council Meeting held on 15th May 2023, with a yearly review

Signed:  Simon Clegg, Chair

15 May 2023.

Reviewed April 2019
Reviewed April 2020
Reviewed April 2021
Reviewed April 2022
Reviewed May 2023