

# Atcham Parish Council

## Risk Assessment 2018/19

This document lists the key risks identified by the Parish Council for 2018/19, and explains how the Council mitigates the risk.

Comments are also included. For example, where the risk does not apply to Atcham there is a comment to explain why not.

This assessment has been presented to the Council and will be reviewed and, where necessary, updated on at least an annual basis.

Risk Type	No.	Risk	Mitigation	Comments
Public Liability	1.1	Loss or injury to public attending meetings	<ul style="list-style-type: none"> <li>Public Liability Insurance</li> </ul>	
	1.2	Loss or injury caused by condition of Parish Council notice/information boards.	<ul style="list-style-type: none"> <li>Condition of noticeboards checked by Councillors at least bi-monthly while posting notices and by Clerk annually.</li> <li>Public Liability Insurance</li> </ul>	
	1.3	Loss or injury caused by condition of Parish Council bus shelter	<ul style="list-style-type: none"> <li>Bus shelter is maintained and currently minor maintenance works being done.</li> <li>Public Liability Insurance</li> </ul>	
	1.4	Loss of or injury caused by Parish Council benches, fences, jubilee marker stones, tree posts	<ul style="list-style-type: none"> <li>Benches and fences inspected annually and action taken as required</li> <li>Jubilee stone and tree posts relatively new and will be checked annually going forward.</li> <li>Public Liability Insurance</li> </ul>	
	1.5	Highways maintenance	<ul style="list-style-type: none"> <li>The contractor is self-employed and carries his own public liability insurance and is responsible for his own safe working practices</li> <li>Council also holds its own public liability insurance</li> </ul>	
	1.6	Street lights	<ul style="list-style-type: none"> <li>Street lights checked annually and action taken on any issues arising</li> <li>Street lights have been upgraded to LED</li> </ul>	
Asset Protection	2.1	Risk of loss, damage or theft of assets	<ul style="list-style-type: none"> <li>All assets are recorded in an asset register which is reviewed annually and the insurance policy provides cover for all assets. In the case of the play equipment the cover is the public liability only,</li> </ul>	

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			<p>for other assets it is replacement cover.</p> <ul style="list-style-type: none"> <li>Any claims are notified to the insurance company asap.</li> <li>Pending repair/replacement, any damaged assets are made safe as soon as possibly or removed if appropriate and practical to do so.</li> </ul>	
Council Liability	3.1	Loss or injury to Councillors, clerk or volunteers while travelling on Council business	<ul style="list-style-type: none"> <li>Councillors/Clerk's personal/accident/motor insurance</li> </ul>	eg Travelling to/from Local Panel meetings, Police Forum, etc, at venues outside the parish.
	3.2	Loss or injury to Councillors or Clerk or volunteers while at other locations on Council business	<ul style="list-style-type: none"> <li>Other venues' accident insurance</li> <li>Public Liability Insurance</li> </ul>	eg Attending Local Panel Meetings, Police Forum, etc, at venues outside the parish.
	3.3	Loss or injury to Councillors or Clerk or volunteers while executing Council business	<ul style="list-style-type: none"> <li>Public Liability Insurance</li> </ul>	eg attacked or injured while attending site meetings.
Financial Control	4.1	Accountability for financial management	<ul style="list-style-type: none"> <li>The Council has an appointed RFO.</li> <li>All payments to be approved by Full Council, except in emergencies as per financial regulations and all emergency payments to be reported at next Council meeting</li> <li>Financial regulations and standing orders set out financial procedures to be followed.</li> <li>Councillors may request to see the financial records or details of any payment or receipt from the Clerk at any time during recognised working hours.</li> <li>Members of the public or recognised bodies may request to see the financial records or details of any payment or receipt from the Clerk at any time during recognised working hours having given advanced notification.</li> <li></li> </ul>	

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	4.2	Unauthorised withdrawals of funds by Councillors or Clerk	<ul style="list-style-type: none"> <li>• Two Councillors must sign all cheques &amp; bank instructions, such as standing orders</li> <li>• Finance Officer and Internal Auditor review accounts and bank statements at least annually</li> <li>• Payments supported by invoices</li> <li>• Councillors are asked to initial cheque stubs and invoices and chair initials bank statements</li> </ul>	Must ensure that cheque stubs, invoices and bank statements are initialled consistently
	4.3	Unapproved expenditure of Council funds	<ul style="list-style-type: none"> <li>• Two Councillors must sign all cheques &amp; bank instructions, such as standing orders</li> <li>• All expenditure is approved and minuted in Council meetings</li> <li>• Payments supported by invoices</li> </ul>	
	4.4	Income recorded inaccurately	<ul style="list-style-type: none"> <li>• All income receipts to be recorded and signed by 2 Councillors</li> <li>• All income payments to be in the name of Atcham Parish Council</li> </ul>	
	4.5	Accounts do not reflect true state of finances	<ul style="list-style-type: none"> <li>• Finance Officer and Internal Auditor review accounts and bank statements at least annually</li> <li>• Minimum of quarterly budget reports and bank reconciliation</li> <li>• External Audit annually</li> <li>• Audited accounts are approved by Council annually</li> </ul>	
	4.6	Precept is not appropriate	<ul style="list-style-type: none"> <li>• Annual budgeting and financial planning is carried out and agreed by the Council</li> <li>• Reviews are carried out during the year to monitor how the plan is being followed, and adjustments made as necessary</li> </ul>	

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	4.7	VAT not accounted for accurately	<ul style="list-style-type: none"> <li>Record VAT separately on all items</li> <li>Do regular VAT claims in accordance with current VAT rules (can claim every 12 months if less than £100, more often if more than £100, max time to claim every 3 years)</li> </ul>	
	4.8	Handling cash	<ul style="list-style-type: none"> <li>The Council does not handle cash or keep a cash float</li> </ul>	
	4.9	Contracts	<ul style="list-style-type: none"> <li>Contracts awarded in competition.</li> <li>Periodic assessments on performance of suppliers/contractors.</li> <li>Annual review of contracts unless a longer term deal has been negotiated</li> <li>Tender and contract awarding process set out in standing orders and financial regulations</li> </ul>	
Democratic Accountability	5.1	Council activities are not known to electors	<ul style="list-style-type: none"> <li>All decisions are included in Council minutes, which are available to electors at reasonable times</li> <li>All meetings are open to the public</li> <li>All meetings are notified on the Parish Notice Board</li> <li>Where possible, at least one public meeting (the Annual Parish Meeting) is held each year (in addition to Council meetings) to present the main activities of the Council and to seek input/endorsement from electors.</li> </ul>	
	5.2	Council is accused of not abiding by the Code of Conduct	<ul style="list-style-type: none"> <li>All Councillors have been issued with the Code of Conduct &amp; fill out a disclosure of pecuniary interests form</li> <li>Relevant details are provided to the Unitary Council Monitoring Officer and are available on request</li> </ul>	
Council records	6.1	Loss of Council records	<ul style="list-style-type: none"> <li>Recent records are primarily kept electronically and</li> </ul>	The Council needs to consider adoption of a records retention

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			are backed up on to a cloud server <ul style="list-style-type: none"> <li>• Paper copies of records which need to be kept by law such as minutes and financial information are also held by the Clerk</li> </ul>	policy
	6.2	Ensuring access to records is secure	<ul style="list-style-type: none"> <li>• The Clerk's home is secure and records are held there.</li> </ul>	Some records may need to be archived to the county records office which is also secure  Issue named councillors with passwords to computers
Other	7.1	Procedural risks	<ul style="list-style-type: none"> <li>• The Council has standing orders and financial regulations which set out its adopted procedures</li> <li>• Standing orders and financial regulations reviewed annually.</li> </ul>	

ADOPTED 11<sup>th</sup> July 2018  
 REVIEW: MAY 2019

SIGNED  
 (Chairman)