
Trysull & Seisdon Parish Council Risk Policy & Management

Reviewed May 2021

Trysull & Seisdon Parish Council Risk Policy & Management

RISK ASSESSMENT MATRIX

Highly Likely	(3)	Medium (3)	High (6)	High (9)
		Low (2)	Medium (4)	High (6)
		Low (1)	Low (2)	Medium (3)
Possible	(2)			
Unlikely	(1)			
		Negligible	Moderate	Severe
		(1)	(2)	(3)
		IMPACT		

L I K E L I H O O D	
--	--

Risk Level	
High	H
Medium	M
Low	L

Trysull & Seisdon Parish Council Risk Policy & Management

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 this Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The assessment of potential impact and likelihood of each risk is considered to determine a final risk level using the matrix on page 1.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
FINANCIAL / MANAGEMENT				
Precept	Adequacy of precept in order for the Council to carry out its statutory powers and obligations.	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting Council receives a budget report and accounts to no later than 31 st December (3 rd Quarter). Accounting reports will include a projected position to the end of year and indicative / projected figures for the following financial year.	Existing financial regulations and procedures are adequate. (Fin. Reg. 3)

Trysull & Seisdon Parish Council Risk Policy & Management

Financial Records	Inadequate records Financial irregularities Mistakes	L L L	Council has Financial Regulations which sets out the requirements on checks and controls. Regular independent checks of records and bank reconciliations.	Existing financial regulations and procedures are adequate. (Fin. Reg. 1 & 2)
Bank and banking arrangements	Unauthorised / incorrect payments	L	The Council has Financial Regulations which set out banking arrangements and authorisation of payments.	Existing financial regulations and procedures are adequate (Fin. Reg. 5 & 6)
Internal financial reporting	Lack of financial information to enable prudent spending decisions.	L	Monthly accounts and budgetary analysis is provided each Council meeting.	Existing financial regulations and procedures are adequate. (Fin. Reg. 1 & 2)
Other financial reporting	Non-compliance with statutory regulation.	L	Audit regulations will be reviewed annually. RFO will prepare the Annual Return to be subject to internal and external audit.	Existing financial regulations and procedures are adequate. (Fin. Reg. 1 & 2)
Income	Non-collection of receivables.	L	RFO to monitor Precept drawdowns, VAT refunds and other expected or recurring donations.	Existing financial regulations and procedures are adequate. (Fin. Reg. 1 & 2)
Payments	Council must authorise payment and be satisfied it has the legal authority to do so.	L	All such expenditure goes through the required Council process of approval and listed on the schedule for payments requiring approval. Council to consider appropriate legal advice where legal or statutory authority is uncertain.	Existing financial regulations and procedures are adequate. (Fin. Reg. 5 & 6)

Trysull & Seisdon Parish Council Risk Policy & Management

Orders for Work, goods services and contracts	Ensuring value for money is achieved	L	All such expenditure goes through the required Council process of approval as set out in the financial regulations.	Existing financial regulations and procedures are adequate. (Fin. Reg. 10 & 11)
Payroll	Salary paid incorrectly or without the correct statutory deductions.	L	Payroll services outsourced to third party accountants. All net pay is subject to normal payments control.	Existing financial regulations and procedures are adequate. (Fin. Reg. 5,6 &7)
Employees and members actions	Council liability for illegal/ unlawful or negligent actions of members and or staff.	L	Requirements to have in place an appropriate Fidelity Insurance.	Existing financial regulations and procedures are adequate. (Fin. Reg. 13)
VAT	Ensure input VAT is reclaimed.	L	Council is registered with HMRC as a Section 33 body.	Existing financial regulations and procedures are adequate. (Fin. Reg. 9)
Members' interests	Pecuniary involvement in decision or other actual or perceived conflict of interest.	L	Register of members interests are held on a public register. Members have a statutory obligation to keep this updated. Rules on dispensations are detailed in Standing orders. Members are requested to declare and interests and or dispensations at the beginning of every meeting.	Existing financial regulations and procedures are adequate. (S Ord. 13)

Trysull & Seisdon Parish Council Risk Policy & Management

Agenda, meetings and minutes	Inadequate legal notice periods or recording of meeting decisions.	L	Observing practices detailed in the Councils adopted Standing Orders will ensure compliance with statutory provisions regulating all Council and committee meetings.	Existing financial regulations and procedures are adequate. (S. Ord. 1-12)
Code of conduct	Breach of code.	L	Members are required to acknowledge their notification of the code. Complaints on potential breaches are administered and controlled by the District Monitoring Officer.	Existing financial regulations and procedures are adequate. (S Ord. 14)
Insurance	Inadequate cover.	L	Fidelity, Public and Employer liability insurance statutory requirement. Policies are reviewed and renewed annually for adequacy.	Existing financial regulations and procedures are adequate. (S. Ord. 5)
Data protection	Breach of data protection.	L	The Parish Council hold no personal data records.	DP issues require review
Freedom of Information	Unable to comply with statutory regulations.	L	The Council has a Model Publication scheme in place details of which may be found on the Council's web site.	Clerk will have available resources to deal with matters arising.
TANGIBLE ASSETS				
Assets	Loss / damage risk.	L	An annual review of the asset register is undertaken to ensure adequate 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 as required.	Existing procedures adequate.
	Risk to third party.	L	Play area inspected at regular intervals and a specific engineering report is commissioned annually.	

Trysull & Seisdon Parish Council Risk Policy & Management

Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, and bank records.	Damage from fire or theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L L	The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Back ups of electronic data is made at regular intervals. Additional digital accounting records are maintained.	Existing procedures considered adequate
ACTIVITIES				
Verge Maintenance Asset Maintenance	Health and Safety	M M	Members and volunteers adequately insured against personal injury and public liability. Volunteers are made aware of requirements of the risk assessment.	Risk assessments (RA1) as appropriate to be reviewed and acknowledged on commencement of each activity
Litter Picking	Health and Safety	M	Members and volunteers adequately insured against personal injury and public liability. Volunteers are made aware of requirements of the risk assessment. (Use RA3 for larger groups not under direct observation of leader)	Risk assessments (RA2) as appropriate to be reviewed and acknowledged on commencement of each activity.
Community Speed Watch	Health and Safety	M	Risk assessment and code of practice administered by Staffordshire Police. Activities are controlled by a nominated co-ordinator.	Existing procedures considered adequate.