

Hammerwich Parish Council Risk Assessment | 2018/19

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

Subject	Risk(s) indentified	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 duties	L	The precept is prepared by the Parish Clerk following a review of the historical annual expenditure and an assessment of known commitments in the future. The proposed precept is agreed with the Parish Council and presented to Lichfield District Council for review and confirmation or amendment with any such amendment being communicated to the Council by the Clerk.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements. Reports of the Internal and External Auditors	Financial Regulations are reviewed on an annual basis as part of the preparation of the annual accounts and submission of the accounts to the External Auditor
Bank and banking	Inadequate checks Banks mistakes	L L	The Council maintains a Cash Book supported by a regular bank reconciliation. Cheques for approval are presented to each meeting of the Parish Council and a minute	Existing procedure adequate

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			recorded of such approval.	
VAT	Reclaiming/charging	L	The Clerk records the VAT inputs and outputs in the Parish Council Cash Book which is subject to Internal and External Audit on an annual basis A VAT rebate claim is managed through the HMRC on-line portal and any subsequent credit recorded in the Cash Book	Existing procedures adequate
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted within the prescribed time frame 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 time frame.	Existing procedures adequate.
GOVERNANCE				
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate.
	Business conduct	L	Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members	L M	Declarations of interest by members at Council meetings.	Existing procedures adequate. Members take responsibility to

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	interests		Register of members interests forms reviewed regularly.	update register.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements.	Existing procedure adequate. Insurance reviewed annually.
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken 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/authourised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
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, bank records. The documents are stored in a dedicated office space Minutes Agendas and Annual Accounts are available on the Parish Website and the Clerk takes backups on a memory stick of all files. This is kept off site.	Damage and theft is unlikely and so provision is adequate.

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Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at their home. Back ups of electronic data is made at regular intervals and kept off site. Minutes, Agendas and Annual Accounts are also held on the Parish website and duplicate bank records are held by the bank.	Existing procedures considered adequate
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