

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

<b>(1) Subject</b>	<b>(2) Risk(s) Identified</b>	<b>(3) H/M/L</b>	<b>(4) Management/Control of Risk</b>	<b>(5) Review/Assess/Revise</b>
<b>MANAGEMENT</b>				
Business Continuity	Risk of Council not being able to continue its business	Low	Considered so remote as to not warrant a specific plan	No further action
Meeting Location	Adequacy  Health & Safety	Low  Low	Meetings are primarily held in Burnham Market Village Hall, although alternative premises are available at the Methodist Hall should the need arise. All the premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health, safety and comfort aspect.	Existing procedure adequate
Council Records/Documents	Loss through theft, fire, damage	Low	Papers both current and archived will be stored securely at Clerk’s home.	Damage or theft is unlikely and so provision adequate.
Computer	Loss through damage,	Med	The Parish Council’s electronic records	Existing procedure

Records/Documents	fire, corruption of computer		are stored on the clerk's computer. Back-ups of the files are taken at monthly intervals on an external hard drive, which is kept in a locked metal cabinet	adequate
<b>FINANCE</b>				
Precept	Adequacy of precept	Med	Sound budgeting to underlie annual precept. The Parish Council receives monthly budget update information and detailed budgets in the late autumn. The precept is an Agenda item at the Dec meeting and is approved at the Jan meeting. The Clerk informs the Council when monies are received (approx May).	Existing procedure adequate
	Requirements not submitted to District Council	Low		
	Amount not received from District Council	Low		
Budget	Not set	Low	Agenda Item (Dec), approved Jan by Burnham Market Parish Council.	Existing procedure adequate
Insurance	Adequacy	Low	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure Adequate  Review provisions and compliance annually
	Cost	Low		
	Compliance	Low		
	Fidelity Guarantee	Med		
Banking	Inadequate checks	Low	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures Adequate Review Financial Regulations as necessary Monitor Bank Statements
	Bank Mistakes	Low		
	Loss/Charges	Low		
Cash	Loss through theft or dishonesty	Low	The Council has no petty cash or float. Any cash transactions are made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice	Existing procedures adequate
Financial controls and records	Inadequate checks	Low	The Council has Financial Regulations which set out the requirements. Bi-monthly reconciliation prepared by RFO and checked by the Chair of the Parish Council. Two signatories on	Existing procedures adequate

			cheques. Internal and external audit. Any financial obligation must be approved and clearly minuted before any commitment. All payments must be approved and clearly minuted. Any s137 payments must be recorded at time of approval	
Reporting and Auditing	Information Communication	Low	A monitoring statement will be produced bi-monthly. This will include bank reconciliation and a breakdown of receipts and payments. Council should regularly Audit internally to comply with Fidelity Guarantee.	Existing communication procedures adequate
	Compliance	Medium		Chairman to Audit Fidelity compliance annually
Grants and support – payable	Power to pay Authorisation of the Council to pay	Low	All such expenditure goes through the required process of approval, minuted and listed accordingly if a payment is made using the S137 power.	Existing procedures adequate. Parish Councillors request a S137 rules if required.
Grants – receivable	Receipts of grant	Low	The Parish Council does not regularly receive grants. One off grants would come with terms and conditions to be satisfied	Procedure would need to be formed, if required
Charges – rentals payable	Payments of charges, leases, rentals	Low	The Parish Council leases the Playing Field and a number of village greens from the Holkham Estate. Invoices payable for the rental amounts are entered into the normal payment system for authorisation.	Existing procedures adequate
Charges – rentals receivable	Receipt of rent	Low	Tennis; Bowls; – The Clerk will issue an annual agreement for usage along with the invoice. Both parties will sign the agreement and a copy is to be retained in the Parish Council records. The cheques are banked and the Council notified of the receipts. The various sports clubs will arrange their own insurance and provides a copy to the Parish Council each year.	Existing procedures will be adequate once in place. Review agreement and fees annually Ensure payment and copy of insurance is received.
	Insurance implication	Med		

Best Value Accountability	Work awarded incorrectly	Low	To seek, if possible, more than one quotation for any substantial work required to be undertaken. If a problem is encountered with a contract the Clerk would investigate and if necessary report to Council.	Existing procedure adequate.  Include when reviewing Financial Regs.
Salaries and associated costs	Salary paid incorrectly Wrong hours/rate paid Wrong deductions of tax Unpaid tax contributions to the Inland revenue	Low Low Low Low	The Parish Council authorises the appointment of all employees. Salary slips are produced monthly by the Clerk together with a schedule of payments to the Inland Revenue. These are inspected at council meetings and signed off. All tax payments are submitted in the Inland Revenue annual return. The Clerk does not have a time sheet and has a contract of employment and job description.	Existing appointment and payment system adequate
Clerk and other employees	Loss of clerk Fraud Actions undertaken Salary paid incorrectly	Med Low Low Low	A contingency fund should be established to enable training for the CILCA qualification in the event of the clerk resigning. The requirements of Fidelity Guarantee insurance must be adhered to Clerk should be provided with relevant training, reference books, access to assistance and legal advice Burnham Market Parish Council has been appointed to undertake payment of clerks monthly salary	Existing procedures adequate Include in financial statement when setting precept  Membership of SLCC maintained Monitor working conditions
Election costs	Risk of election cost	Med	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs	Include in financial statement when setting precept
VAT	Reclaiming/Charging	Low	The Council has financial regulations which set out the requirements	Existing procedures adequate

Annual Return	Not submitted within time limits	Low	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit	Existing procedures adequate
<b>ASSETS</b>				
Infrastructure Assets	Protection of physical assets	Med	All assets insured, and reviewed annually. Value increased annually by RPI.	Existing procedures adequate
	Maintenance of buildings	Med	All assets maintained on an ad hoc basis and reviewed annually. Planned programme of electrical equipment in place.	
Street furniture and play equipment	Theft/Loss, damage to play equipment, benches, etc  Maintenance of all Assets	Low	Seats & play equipment essentially immovable, inspected annually. An asset register is kept up to date and insurance is held at the appropriate level for all items. Annual Play Area Inspection carried out. Regular checks are made on all equipment by members of the Parish Council.	Existing procedures adequate
Office equipment	Loss	Low	No risk, equipment provided by clerk	Existing procedures adequate
<b>LIABILITY</b>				
Legal powers	Illegal activity or payments	Low	All activity and payments made within the powers of the Parish Council to be resolved and clearly minuted.	Existing procedures adequate
Minutes/Agendas/Statutory documents	Accuracy and Legality	Low	Minutes and agendas are produced in the prescribed method and adhere to legal requirements.	Existing procedures adequate Undertake adequate training  Members to adhere to Code of Conduct
	Non compliance with statutory requirements	Low	Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings should be managed by the Chairman	

Employer Liability	Comply with Employment Law Comply with HMRC requirements	Med Med	Membership of various and regional bodies. Regular advice from HMRC. PAYE completed monthly and at year-end. Internal and external auditor carries out annual checks.	Existing procedures adequate Existing procedures adequate
Public Liability	Risk to third party, property or individuals	Med	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate
Legal Liability	Legality of activities  Proper and timely reporting via Minutes  Proper document control	Med  Low  Low	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings Retention of document policy in place	Existing procedures adequate
<b>COUNCILLORS PROPRIETY</b>				
Members Interests	Conflict of interest  Register of Members Interests	Med  Low	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis	Existing procedures adequate Members to take responsibility to update their register

**June 2020**

**Reviewed June 2022**