



Boxgrove Parish Council Risk Assessment

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

FINANCIAL AND MANAGEMENT

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the	Existing procedure adequate.

			<p>end of year and indicative figures or costings obtained by the Clerk. 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 Chichester District Council. The figure is submitted by the Clerk in writing.</p> <p>The Clerk informs the Council when the monies are received.</p>	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate Review the Financial regulations when necessary
Bank and banking	Inadequate checks Bank's mistakes	L L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Financial Statement) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipts of grant	L	The RFO keeps records for the spend of the grant in accordance with the grant-giver's	Existing procedures adequate.

			regulations	
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Included in Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid tax to Inland Revenue.	L L	Clerk's salary prepared by outside accountant who also assesses the NI and tax due to relevant authorities	Existing procedure adequate
Employees	Fraud by staff Health and safety	L L	Requirements of insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing. Then checked and	Existing procedures adequate.

			sent to External Auditor within time frame.	
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures Adequate
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality	L	Minutes and agendas 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 is managed by the Chair	Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
		M	Register of members' interest forms reviewed regularly.	Members take responsibility to update register
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place.	Existing procedure adequate. Insurance reviewed annually or tri-annually if three-year contract in place
		L		
		L		
		M		

Freedom of Information	Policy Provision	L M	The Council releases all information on demand . The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI
GDPR	Policies provision	M	The Council is compliant with GDPR	Council has appointed a Data Protection Officer
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/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Notice Board	Risk of damage	L	The Parish Council currently has four notice boards. Regular inspection is carried out by a Parish Councillor.	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

			Since Covid 19, arrangements are made for the Public to attend by video platform if they wish.	
Council records – paper	Loss through: Theft Fire Damage	L M L	Some of the Parish Council records are stored at the home of the Clerk, others at Boxgrove Village Hall and Community Centre. Others are stored at the Records’ Office, Chichester. Records include historical correspondences, minutes, insurance and bank records.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored in the cloud. A hard copy is also kept.	Existing procedures considered adequate