

***Bowers Gifford & North Benfleet Parish  
Council***

***Risk Assessment Schedule***

Amended : 31/8/16 Minute 48/16

Approved: 28.02.18 Minute 148/17

Review

# ***Bowers Gifford and North Benfleet Parish Council***

## ***Risk Assessment Schedule***

### **Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

*Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)*

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 minimize them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

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.

**Ref: CAB/BGNBPC/2010 Review: 28.9.11: Amended: 29.5.13**  
**Review: October 2014: Amended Jan 2015**  
**Review: July 2016 Amended: August 2016**

**Bowers Gifford and North Benfleet Parish Council**

**Risk Assessment Schedule**

<b>Subject</b>	<b>Risk Identified</b>	<b>H/M/L</b>	<b>Person affected</b>	<b>Manage/Control</b>	<b>Review/Assess/Revise</b>
<b>MANAGEMENT</b>					
<b>Business continuity</b>	<b>Council not able to continue business due to an unexpected occurrence</b>	<b>L</b>	<b>Parish Council</b>	<b>All files and records kept at the Clerk's home. Files are backed up on an external drive and on the laptop. In the event of the Clerk being indisposed the Chair to contact the EALC and Basildon Borough Council for assistance.</b>  <b>Operational Plan is in place</b>	<b>Review when necessary</b>
<b>Meetings</b>	<b>Health &amp; Safety</b>	<b>L</b>	<b>Public &amp; Parish Council</b>	<b>Meetings are held in The Benbow Club. The Parish Clerk holds a key and in the event of the Clerk being indisposed the Chair also has a key or the Club Caretaker can be contacted for access. Contact details are on file.</b>	<b>Existing procedure</b>
<b>Council Records</b>	<b>Loss through theft, fire damage.</b>	<b>L</b>	<b>Parish Council</b>	<b>Papers, both current and archived are kept at the Parish Clerks home.</b>	<b>Damage and theft unlikely so provision adequate.</b>

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Electronic records	Loss through damage and fire	M	Parish Council	The Parish Council's records are stored on the Parish Council's laptop. Files are backed up via external hard drive and online backup system. hard copies filed.	Existing procedure adequate.
<b>FINANCE</b>					
Precept	Adequacy of precept	M	Parish Council	Sound budgeting is in place to underline annual precept. The RFO provides the Council with a monthly statement of receipts and payments and a quarterly statement comparing actual expenditure.  The Precept is reviewed by the Parish Council in November and ratified by the Council at the Parish Council meeting in December.	Existing procedures
Insurance	Adequacy, cost and Fidelity Guarantee	L	Parish Council	An Annual review is undertaken of insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Fidelity Guarantee is £150K	Existing procedure adequate and provision viewed annually

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<b>Banking</b>	<b>Inadequate checks</b>	<b>L</b>	<b>Parish Council</b>	<p>The Council has Financial Regulations in place which set out the requirements for banking, cheques and reconciliation of accounts. Two councillors to sign cheques and /or bank transfers. Secure Internet access is available to view statements and payments can be made with prior agreement with the signatories. A report of all transactions and expenditure is presented at monthly Parish Council meetings.</p> <p>VAT on transactions is recorded.</p>	<b>Existing procedures</b>
<b>Cash</b>	<b>Loss through theft or dishonesty</b>	<b>L</b>	<b>Parish Council</b>	<b>A £250 petty cash float has been agreed by the Parish Council for incidental purchases and receipts provided. VAT is recorded</b>	<b>Existing procedures</b>
<b>Freedom of Information</b>	<b>Policy Provision</b>	<b>L - M</b>	<b>Parish Council &amp; Clerk</b>	<b>The Parish Council has a model publication scheme for Local Councils in place. The Clerk is aware of procedures under the Act and that if a request arises may require additional hours of work</b>	<b>In place. To be amended as and when required.</b>

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				The Council is able to request a fee if work will take over the minimum requirement.	
Clerk	Loss of Clerk  Fraud - Action undertaken	M  L  L	Parish Council	<p>Risk in the event of a Clerk resigning. Measures in place regarding recruitment. A fund is set aside for Clerk training and CILCA training. The requirements of the Fidelity Guarantee Insurance must be adhered to.</p> <p>The Clerk provided with relevant ongoing training, reference books and access to assistance and legal advice.</p> <p>HMRC data base is used to complete monthly salary payments for the Clerk and two Councillors confirm salary payment to Parish Clerk. Two cheque signatories are required for cheque payments or on line payments prepared by the Clerk/RFO</p>	Membership to EALC, NALC and SLCC

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<b>Election costs</b>	<b>Risk of Election costs</b>	<b>M</b>	<b>Parish Council</b>	<b>A contingency fund is established to meet costs out of existing reserves.</b>	<b>Existing procedures and Included in Budget</b>
<b>VAT</b>	<b>Reclaiming</b>	<b>L</b>	<b>Parish Council</b>	<b>The Council has Financial Regulations in place which set out requirements VAT is claimed annually.</b>	<b>Existing Procedures</b>
<b>Annual Return</b>	<b>Not submitted within time limits</b>	<b>L</b>	<b>Parish Council</b>	<p><b>Annual return submitted and signed by the Council, submitted to the Internal auditor for completion and signing, then checked and sent to the External Auditor within specified time limit. The Clerk prepares a timetable.</b></p> <p><b>The Annual Return and notice are published on the website as per requirement of the Transparency Code Regulations 2015.</b></p>	<b>Existing procedures</b>

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<b>ASSETS</b>					
<b>Junior Play /Outdoor Gym Equipment- Westlake Park</b>	<b>Damaged and/or dangerous parts</b>	<b>M</b>	<b>Public</b>	<b>An asset register is kept and insurance in place for all items. Weekly inspections undertaken by Basildon Council to identify any dangerous or damaged parts and Parish Council should be notified. Insurance cover in place to cover any cost of repair.</b>	<b>Contact and communication with Basildon Council on-going. Review insurance yearly.</b>
<b>Street furniture – bins, seats and noticeboards</b>	<b>Loose parts and damage</b>	<b>M</b>	<b>Public &amp; Parish Clerk</b>	<b>An asset register is kept and insurance is held at the appropriate level for all items. Regular checks are carried out by members of the Parish Council.</b>	<b>Monitor to maintain</b>
<b>Laptop PC</b>	<b>Breakdown /damage</b>	<b>L</b>	<b>Parish Council</b>	<b>Files backed up weekly on external hard drive.</b>	<b>Monitor to maintain</b>
<b>HP Office Laser Jet Printer</b>	<b>Breakdown/damage</b>	<b>L</b>	<b>Parish Council</b>	<b>Alternative means of support available in event of breakdown.</b>	<b>Monitor to maintain.</b>



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<b>LIABILITIES</b>					
<b>Legal Powers</b>	<b>Illegal activity or payments</b>	<b>L</b>	<b>Parish Council</b>	<b>All activity agreed by Parish Council at meetings</b>	<b>Existing procedures</b>
<b>Minutes/agendas /Statutory documents</b>	<b>Accuracy and legality</b>	<b>L</b>	<b>Parish Council &amp; Public</b>	<b>Minutes and agenda are produced in the prescribed method, adhere to legal requirement and published on the website and displayed according to legal requirements noticeboards. Minutes are approved and signed by the Chair at monthly meetings. Meeting are managed according to Standing Orders.</b>	<b>Existing procedure adequate.</b>
<b>Public Liability</b>	<b>Risk to third party</b>	<b>M</b>	<b>Parish Council</b>	<b>Insurance in place. Risk Assessment undertaken for Parish Council individual events.</b>	<b>Existing adequate and reviewed annually.</b>
<b>Employer Liability</b>	<b>No compliance in law</b>	<b>L - M</b>	<b>Parish Council &amp; Employee/s</b>	<b>Covered by contract and legal advice sought where required Employers Liability in place. Councillors and employees made aware of current legislation.</b>	<b>Existing procedures</b>

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<b>Legal Liability</b>	<b>Legality of activities</b>	<b>M</b>	<b>Parish Council</b>	<b>Clerk to clarify legal position on proposals and to seek advice where necessary.</b>	<b>Existing procedures adequate</b>
<b>Members Interest</b>	<b>Conflict of interest</b>  <b>Register of Interests</b>	<b>M - L</b>	<b>Parish Council</b>	<b>Councillors have a duty to declare any interest at the start of meeting or when conflict becomes apparent during a meeting.</b>  <b>Register of Members interest to be reviewed annually.</b>  <b>Register of Interest published on the Parish Council website</b>	<b>Existing procedures</b>  <b>Members take responsibility to update their register.</b>  <b>Parish Clerk responsible for updating information on website with any changes advised.</b>
<b>Councillors and staff</b>	<b>Bringing the Council into disrepute</b>	<b>M</b>	<b>Parish Council &amp; Staff</b>	<b>Councillors and staff to understand and receive training on the Code of Conduct where required and undertake a professional approach in all matters. E- protocol policy in place</b>	<b>Review and identify training needs annually</b>

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