

| Subject | Risk(s) Identified | H/M/L | Management/Control of Risk | Review/Assess /Revise |
|----------------------------|--|--------------|---|---|
| Council Records | Loss through theft, fire, damage | L | Papers, both current and archived are held in the Parish Clerks' home/office in a fire-proof cabinet. The property has smoke alarms. | Procedure identified in the document. |
| Council Records electronic | Loss through damage. General Data Protection regulations (GDPR) | M L | The Parish Council's electronic records are stored on the Parish Council's computer. The Council has a secure online backup system that backs up files as they are created or changed. An external hard drive also backs up all Parish Council files as an added precaution. The Parish Council does not hold any sensitive personal data so has very little exposure under the regulations. Parish Councillor personal address details are not included on the Parish Council website. | Procedures in place. Safety procedures in place As above. |

FINANCE

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|----------------|---|------------------|---|--|
| Precept | Adequacy of precept | M | Sound budgeting supports the annual Precept. Parish Council Members review budget details prepared by the Clerk each autumn. Councillors approve the Precept at the November meeting and submit it to Basildon Borough Council in December. | Existing procedure adequate |
| Insurance | Adequacy Cost Compliance Fidelity Guarantee | L L L L | An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee of £150K are a statutory requirement. | Existing procedure adequate. Review provision and compliance annually |
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| Banking | Inadequate checks | L | The Council has Financial Regulations which set out the requirements for banking cheques and internal audit | Existing procedures adequate. Review undertaken annually. |
| Cash | Loss through theft or dishonesty | L | <p>Bi-monthly reconciliation prepared by the Clerk and presented to the Parish Council. Two signatories required for online authorisation.</p> <p>Internal audit undertaken a qualified accountant at end of year</p> <p>A petty cash float is held by the Clerk, in agreement with the Parish Council, in the case of incidental purchases and receipts provided. All VAT is recorded in respect of Petty Cash payments.</p> <p>Any financial obligation in terms of expenditure over £250 must be resolved and clearly minuted before any commitment, unless in exceptional circumstances, in consultation with the Chair. Two signatories' initial expenditure as appropriate. All payments detailed in financial reports presented to Councillors at bi-monthly Parish Council Meetings.</p> | Existing procedures adequate. |

| FINANCE | | | | |
|----------------|---------------------------|--------------|---|--|
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| Clerk | Loss of Clerk | M | In the event of the Clerk resigning. Contractual arrangements are in place for notice period. Measures are in place regarding recruitment. | Refer to contract of Employment and EALC/NALC/SLCC as appropriate. |
| | Fraud | L | The requirements of Fidelity Guarantee insurance must be adhered to. | Internal procedures in place. |
| | | L | Clerk should be provided with relevant training, reference books, access to assistance and legal advice | Monitor working conditions |
| | Actions undertaken | L | HMRC payroll on-line data base is used to complete monthly salary payments for The Clerk. Two signatories are required for on-line payments prepared by the Clerk /RFO. | Existing procedures adequate |

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| Election Costs | Risk of election cost | M | In an election year there are no measures, which can be adopted to minimise the risk of holding a contested election. | Existing procedures adequate |
| | Risk of election to fill a casual vacancy | M | A contingency fund is established to meet costs out of existing reserves. Elections costs must be met out of existing reserves | Consideration of increase in budget to allow contingency if required. |
| VAT | Re-claiming/charging | L | The Council has Financial Regulations which set out the requirements. VAT recovered annually | Existing procedures adequate |
| Annual Return | Not submitted within time limits | L | Annual return completed and signed by the Council, submitted to the Chair for signing, then checked and sent on to the External Auditor within time limit. Clerk prepares a timetable for submission. If Precept is over £25K an External Audit must be completed. The Annual Return and Notice for Electors are published on the Parish Council website as per requirement of the Smaller Authorities, Accounts and Audit Regulations 2015 & the Local Audit (Smaller Authorities) Regulations 2015 | Existing procedures Adequate Monitor |
| Subject | Risk(s) Identified | H/M/L | Management/Control of Risk | Review/Assess /Revise |
| Assets | Damage bins, notice boards and benches etc. | L | An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by Members of the Parish Council | Existing procedures adequate Monitor |
| Defibrillator | Damage / Malfunction | M | Defibrillator located on external wall of Village Hall, Laindon Common Road Checked bi-monthly by the Clerk or nominated person. Defibrillator equipment registered with the Ambulance Service and The Circuit. Details of checks recorded on The Circuit website. Code held by Clerk and Parish Council Chair | Update information as soon as any changes made. |
| Laptop PC | Breakdown/ damage /hack | | Monthly back-up to external drive. Password retained by Clerk and advised to Chair. | Monitor and maintain |

| LIABILITY | | | | |
|---------------------------------------|--|--------------|--|---|
| Subject | Risk(s) Identified | H/M/L | Management/Control of Risk | Review/Assess/ Revise |
| Legal Powers | Illegal activity or payments | L | All activity and payments made within the powers of the Parish Council (not ultra vires) to be resolved and clearly minute at meetings. | Existing procedures Adequate |
| | Working Parties taking decisions | L | Ensure clear Terms of Reference and Financial Regulations are in place. | Financial Regulations amended/approved annually. |
| Minutes/ Agendas/ Statutory documents | Accuracy and legality | L | Minutes and agendas are produced in the prescribed method and adhere to legal requirements | Existing procedures adequate |
| | Non - compliance with statutory requirement | L | Minutes are approved and signed, by the Chair, at the next Parish Council meeting, unless there is a resolution made to defer approval until the following meeting. | Undertake adequate training |
| | | L | Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings managed by the Chair according to Standing Orders | Members adhere to the Code of Conduct and Standing Orders |
| Public Liability | Risk to third party, property or individuals | L | Parish Council Insurance in place. A Risk Assessment is undertaken for Parish Council events. Third-party Liability Insurance Cover required from External Contractors for all work undertaken at events and in respect of work carried out on behalf of the Parish Council. | Existing procedures adequate |
| Employer Liability | Non-compliance with employment law | L | Covered by contract and legal advice sought from EALC/NALC/ACAS/LCPAS where appropriate. Councillors and employees are made aware of current legislation. Employer's Liability insurance in place. | Existing procedures in place and ongoing training where required. |

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| Legal Liability | Legality of activities | L | Clerk to clarify legal position on proposals and to seek advice, where necessary. | Existing procedures adequate |
| | Proper and timely reporting via Minutes | L | Council always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting. | Existing procedures adequate |
| | Document control | L | Retention of document policy in place. | Existing - procedures adequate |
| Legal Liability | Legality of activities | L | Clerk to clarify legal position on proposals and to seek advice, where necessary. | Existing procedures adequate |
| | Proper and timely reporting via Minutes | L | Council always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting. | Existing procedures adequate |
| | Document control | L | Retention of document policy in place. | Existing - procedures adequate |

COUNCILLORS' PROPRIETY

| Subject | Risk(s) Identified | H/M/L | Management/Control of Risk | Review/Assess/ Revise |
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| Members Interests | Conflict of interest | M | Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting. | Existing procedures considered adequate |
| | Register of Members Interests | L | Register of Members Interests form reviewed by Members Annually. Members to take responsibility to update their own register and inform Clerk of any changes to enable the Parish Clerk to record information on the Parish Council website. | |
| | | L | Register of Interest published on the Parish Council website without address details unless agreed otherwise. | |
| Councillors and staff | Bringing the Council into disrepute | M | Councillors to understand and receive training on the Code of Conduct. A professional approach is undertaken on all Parish Council matters. | Councillors to identify any training needs annually as appropriate. |

RELEVANT DOCUMENTATION

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| <ul style="list-style-type: none">• Standing Orders• Financial Regulations• 2020 Model Code of Conduct• Equality Act 2010• Employments Rights Act 1996• Coronavirus Act 2020 | <ul style="list-style-type: none">• Local Government Act 1972• Local Government Act 2000• Audit Commission Act 1998• Local Government & Rating Act 1997• Local Government Act 2003• Accounts & Audit Regulations 2015• Localism Act 2011 |
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RISK ASSESSMENT PHILOSOPHY

RISK ASSESSMENT

1. PURPOSE

To provide guidance to The Council to enable them to control risks associated with their activities.

2. SCOPE

This Procedure applies to all notified risks of Little Burstead Parish Council.

3. DEFINITIONS

- a. Risk – A risk is the likelihood that the potential for harm or loss posed by a hazard will materialise.
- b. Hazard – A hazard is a condition in the parish, equipment, article, substance, machine, installation or situation that has the potential to cause harm or loss or both.
- c. Control Measures - Precautionary measures that reduce or eliminate the risk.
- d. Competent Person - A person who, by reason of their training, knowledge and experience, is considered capable of adequately assessing the health and safety risks associated with the operation being carried out.
- e. Residual Risk - The risk that remains after all the identified control measures have been put into place.

4. METHOD

The Parish Council should follow the general principles of prevention

- 4.1 If possible, avoid risk altogether.
- 4.2 Evaluate the risks which cannot be avoided.
- 4.3 Combat risks at source.
- 4.4 Take advantage of technological and technical progress for improving working methods and making them safer.
- 4.5 Replacing the dangerous by the non-dangerous or the less dangerous.
- 4.6 Give appropriate instruction to councillors and contractors.

Amended and Adopted – Parish Council Meeting 10.03.21 Min.61/20
Reviewed and adopted – Parish Council Meeting 09.03.22 (21/22.083)
Amended and Adopted – Parish Council Meeting 21.07.23 (23/24.028)
Amended and Adopted – Parish Council Meeting 18.11.25 (Min 66/25)