

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

Agreed: 28th November 2018

Review date: November 2019

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	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 regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the 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 Horsham District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary
Bank and banking	Inadequate checks Banks mistakes	L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation of expenditure against income and bank statements is carried out.	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	The Finance & General Purposes Committee meet regularly and report to Full Council.	Existing procedures adequate.
Grants	Receipt of grant To ensure monies are spent as specified	L	Council kept informed by Clerk when cheques are approved and updates are given re underspend or overspend.	Existing procedure adequate

Bramber Parish Council Risk Assessment

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Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, and is 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. Include when reviewing Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	Accounts audited by independent body to demonstrate financial credibility. Payroll procedures for Clerk undertaken by outside agency.	Existing procedure deemed adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee 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	The Annual Return to the External Auditor 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.
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	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate. Members adhere to Code of Conduct
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Bramber Parish Council Risk Assessment

Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings and recorded in the minutes. Register of member's interest forms reviewed annually.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities as necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy Provision	L M	The Council has a Publication Scheme in place. FOI requests are dealt with following the advice and guidance of the Information Commissioner's Office. The Parish Council is aware that if a substantial request came in it could create a number of additional hour's work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third party property	L L	An annual review of assets is undertaken for insurance provision.	Existing procedures adequate
Maintenance	Poor performance of assets or amenities Competence of contractors	L 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. Any contractor carrying out maintenance activity on behalf of the council will be assessed for competence and compliance with current health and safety legislation, industry best practice and value for money.	Existing procedures adequate Monitor quality of contractor work
Notice Board	Risk of damage	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place, but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate

Bramber Parish Council Risk Assessment

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Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, Council Members and members of the public.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. Historic records are held by WSCC Records Office.	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 on the Council laptop held with the Clerk at her home. Back up of electronic data is made at regular intervals.	Existing procedures considered adequate
Provision and maintenance of hanging baskets	Injury to contractor	L L L	Contractor has Public Liability Insurance. The brackets on posts are inspected on an annual basis before mounting any flower baskets to ensure security and stability.	Existing procedures considered adequate
Use of folding step ladder	Falls from height, injury to volunteers or public, falling objects	M	The folding step ladder is securely stored to avoid damage. Movement of the ladder is always by two persons. Volunteers always work in pairs or threes when using the ladder. Ladder sited on level ground and steadied by at least one volunteer during use. Members of the public are escorted around the ladder if required to prevent striking the ladder. Ladder not to be used in adverse weather conditions. Volunteers understand that over reaching is not permitted during ladder use and only volunteers who are fit and healthy are permitted to use the ladder.	Ensure any new volunteers are briefed in ladder safety before use.
Gritting of pavements and roads	Slips, trips and falls, being struck by moving vehicle	L	Volunteers to wear a high visibility jacket and suitable footwear when carrying out gritting. Only volunteers who are fit and healthy are expected to carry out grit spreading or the movement of grit in wheelbarrows. Spreader stored in secure area and inspected prior to use for correct operation.	Review list of volunteers each Winter.
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Erection and dismantling Christmas	Use of step ladders, falls from height, manual handling injuries,	M	Christmas tree delivered to car park by contractor. A team of volunteers are present to ensure manual	Existing procedures considered adequate.

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