



RISK ASSESSMENT

Review of risks and the measures currently adopted or recommended – **2021/22**

Purpose:

The purpose of this document is to set out the risks that affect or might affect Waltham on the Wolds and Thorpe Arnold Parish Council and to describe how such risks are addressed.

The purpose of the discussion is to record our consideration of these risks and recommendations. The need for this discussion is recommended by NALC and the SLCC and is a requirement of an Intermediate External Audit.

Source of information:

The list of risks is based on the NALC/SLCC guidelines “Governance and Accountability in Local Councils in England and Wales – A Practitioners’ Guide”.

The risk weighting includes columns for ‘likelihood’ (of an event occurring), (1 = Low to 3 = High), the ‘impact’ on the council if such an event occurred (also rated 1 = Low to 3 = High) and the weighted total (a sum of likelihood x impact) which should prioritise our thoughts but has only limited value in some areas.

Action required:

Please review this document in time for the meeting of the Parish Council to be held June 2021.

Consider if any other general or specific risks should be added to the list and if the measures are appropriate to the risks. If you wish to suggest any changes, please contact the Clerk.

Following discussion and resolution, the completion of the review will be recorded in the minutes.

Reviewed and Adopted at a meeting of Waltham on the Wolds and Thorpe Arnold Parish Council held 17th June 2021

Signed: _____ Chair of Waltham on the Wolds and Thorpe Arnold Parish Council



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	Risk What may go wrong	Likeli- hood	Impact	Total	Current Measures What we currently do about it	Potential Measures What else we ought to do
1.	Loss of or damage to physical assets (buildings, furniture, estates equipment, playground equipment, trees, paths on Council property and public seating)	3	2	6	<ol style="list-style-type: none">1 Maintain Asset Register2 Regular maintenance of assets3 Insurance with reputable companies4 Review insurance values5 Ensure that fire equipment, fire and intruder alarms and CCTV are working, regularly maintained and service contracts are in place6 Internal Audit review of adequacy of insurance cover and controls7 Tree Policy adopted in August 20148 Part of the Annual Inspections by Councillors9 Annual inspection by External professional bodies	
2.	Loss of or damage to critical data and documents	1	3	3	<ol style="list-style-type: none">1 Data is backed up on a daily basis and is saved to a remote server	
3	Damage to third parties or their property as a consequence of the Council providing a service (public liability)	2	3	6	<ol style="list-style-type: none">1 Insurance (Public and Employer Liability Policies) with reputable companies2 Internal Audit review of adequacy of insurance cover and controls3 Weekly premises inspection4 Annual electrical inspection (portable appliances)5 Triannual electrical inspection (structural)6 Regular inspection and maintenance of assets, including safety equipment, playground equipment, trees and paths on Council property7 Annual playground inspections by qualified contractors (ROSPA approved).8 Regular inspections of headstones and similar structures as recommended by ICCM.	



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4	Legal liability arising as a consequence of asset ownership (public liability)	2	2	4	See 3 above	
5	Consequential loss (of income, or the need to provide additional services) following damage, or non-performance by a third party	1	1	1	<ul style="list-style-type: none"> 1 Insurance with reputable companies 2 Undertake reviews as to suitability of contractors 3 Copies of third party Public Liability Insurance 4 Internal Audit review of adequacy of insurance cover and controls 5 To provide signage restricting certain activities that could result in causing damage. 	
6	Loss of cash etc through theft or dishonesty (fidelity)	1	1	1	<ul style="list-style-type: none"> 1 Office processes involve dual control and/or independent review 2 Monthly bank reconciliations by the Clerk 3 Bank reconciliations are checked and signed off by Councillors and approved by Council 4 Mini-audit is carried out on a 6 monthly basis by a Councillor 5 Bank mandate reviewed annually 6 Insurance with reputable companies 7 Internal Audit review of adequacy of insurance cover and controls 8 All receipts are banked intact. 9 Two signatures required on all cheque payments and on review of automated payments (e.g. direct debits) 10 There is no petty cash. 	
7	Proper financial records are not maintained	1	3	3	<ul style="list-style-type: none"> 1 Proper arrangements exist for the approval of expenditure 2 Budget monitoring statements are reviewed at each Council meeting 3 Office processes involve dual control and/or independent review 4 Monthly bank reconciliations 5 Maintenance of asset registers 6 Internal Audit standard financial review activity 	



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8	Failure to maintain proper document control	1	3	3	1 Financial documents: Internal Audit standard financial review activity 2 Other documents: See no. 2	
9	Failure to comply with the Council's own financial regulations or those laid down by statute	1	3	3	1 Internal Audit standard financial review activity is reported, minuted and accepted at a Council meeting, probably at the time of signing the Annual return.	
10	Inadequacy of the precept due to unsound budgeting arrangements	1	3	3	1 Internal Audit standard financial review activity 2 Council is involved in and agrees the precept setting	
11	Failure to be able to operate in the event of the precept not being received on time	1	3	3	1 Ensure that the NALC recommended best practice for a Council to have 6 months operating costs kept in reserve each year. This is to enable the Council to be able to continue to operate and function in the event of any problems with lateness or non-receipt of the precept. 2 The Council's Reserve Policy is reviewed and agreed annually.	
12	Failure to comply with Health and Safety legislation	1	3	3	1 Provide appropriate training and support and annual review of all H&S Systems and practices. 2 Membership of local and national bodies such as LRALC, NALC and SLCC 3 Checklists and risk assessments of safety related activities are provided and maintained 4 Staff receive relevant and work appropriate training on H&S 5 All staff are asked to read the Health & Safety Policy on an annual basis	



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13	Failure to comply with Employment legislation	1	3	3	<ol style="list-style-type: none">1 Membership of local and national bodies such as LRALC, NALC and SLCC2 Systems have been introduced to monitor Sickness Absence and holidays.3 All Staff are to be given a copy of the Employee contract to ensure that all members of staff are fully aware of their rights and what is expected of them.	
14	Failure to comply with HMRC requirements	1	3	3	<ol style="list-style-type: none">1 Payroll work is contracted to professional specialists2 Internal Audit standard financial review activity3 The Clerk submits the information to the payroll management company. They prepare all necessary documentation and provide online reporting to HMRC. Payment to staff and HMRC are approved by Council and submitted for two Councillors to sign the payment off.	
15	Requirements of VAT regulations are not met	1	3	3	<ol style="list-style-type: none">1 Office processes involve dual control and/or independent review2 Internal Audit standard financial review activity	
16	Council activities and contractual arrangements are not within legal powers	1	3	3	<ol style="list-style-type: none">1 Standing Orders and Financial Regulations exist for purchasing and creation of contracts2 Clerk to review legality of Council decisions3 Internal Audit review of minutes re decisions made4 Measures have been put in place where the minute number (where applicable) is placed on the transaction to complete the audit trail	
17	Register of member's interests (ROMI) and Register of gifts and hospitality is not in place, complete or up to date.	1	1	1	<ol style="list-style-type: none">1 ROMI is completed after elections and updated annually.2 This is the responsibility of Councillors, not the Clerk and failure to register interests could be seen as a criminal offence. The responsibility/risk is not the Council's or the Clerk's.	



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18	Late and/or inaccurate reporting of Council business in the minutes	1	1	1	<p>1 DRAFT Minutes sent to review by Councillors normally within one week and published on the website and notice boards.</p> <p>2 Minutes are made available with the next agenda</p> <p>3 Minutes are approved at the very next meeting</p> <p>4 Published on website and notice boards after Council/Committee approval</p>	
19	Failure to meet the laid down timetables when responding to [a] consultation invitations	1	1	1	[a] Circulation of papers with invitation to comment and return by the specified deadline	
	[b] planning applications	1	1	1	[b] Contents of the Planning Committee agenda is checked against the Borough Council's website and extra meetings are called to meet Melton Borough Council's (MBC) deadlines. Time extensions can be applied for from MBC.	
20	Inability or delay in responding to electors wishing to exercise their rights under Freedom of Information legislation	1	2	2	The Model Publication Scheme was adopted and is publicised on the website, which includes compliance procedure for FOI requests.	

This document was adopted by the council at its meeting held 17th June 2021.

Signed _____ Chair