

NASH PARISH COUNCIL RISK ASSESSMENT

CONTEXT

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Members should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all Members are made aware of the results of the risk assessment.

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. In conducting this exercise, the following plan was followed:

- ✍ Identify the areas to be reviewed.
- ✍ Identify what the risk may be.
- ✍ Evaluate the management and control of the risk and record all findings.
- ✍ Review, assess and revise if required.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise	Action/By
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	No management presently for loss or long term incapacity of a Clerk; all records from Oct 2023 moved to the cloud on shared Google drive and Scribe Accounts, password protected; full complement of Councillors with staggered election/replacement dates.	Existing procedure adequate. Review and revise as new guidance comes out from NALC/SALC	Clerk
Precept	Adequacy of precept requirements not submitted to Shropshire Council	L	All financial information moved to Scribe Accounts online software and detailed budget and forecast report provided regularly to Parish Council. When the precept is on the agenda the Council receives a budget update report, including actual position, projected position to end the year and indicative figures /costings. With this information the Council maps out the required monies for standing costs and projects	Existing procedure adequate.	

	Amount not received by Shropshire Council	M	<p>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. This figure is submitted by the Clerk in writing to Shropshire Council. The Clerk informs Council when the monies are received (approx May time).</p> <p>Precept requirement/increase kept to minimum, taking into account pressures on Shropshire Council to make significant savings, and inflationary pressures impacting parish residents. Savings made in Parish Council budget where possible and reserves in place to support operations until precept received.</p>		
Financial records	Inadequate records Financial irregularities	L L	<p>The Council has Financial Regulations which set out the requirements. All financial information moved to Scribe Accounts online system and full records kept and accessible at any time. Existing procedure adequate.</p> <p>Internal auditor reviews accounts</p>	Existing procedure adequate. Review Financial Regulations when necessary.	Clerk
Bank and banking	Inadequate checks	L	<p>The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of the account. The Parish Council has one current bank account. All transactions moved to online banking. Cheques require two signatures, with the Chairman, Vice-Chair and Clerk being registered signatories.</p>	<p>Existing procedure adequate. Ensure Financial Regulations Relevant</p> <p>Review when necessary the bank signatory list, especially after an election.</p>	Clerk
Reporting and auditing	Information communication Compliance	L L	<p>A full financial report is circulated prior to Council meeting, discussed and approved.</p>	Existing communication procedures adequate.	
Direct costs	Goods not supplied	L	<p>The Council has Financial Regulations which</p>	Existing procedure adequate.	

Overhead expenses	but billed Incorrect Invoicing Cheque payable incorrect	L L	set out the requirements. The Council provides no services for which it invoices All payments are made by online BACS transfer with payments approved by a minimum of 4 Councillors prior to being actioned. Up to date financial position report circulated regularly outside of meeting so Council fully aware of current position.		
Grants and support - payable	Power to pay Authorisation of Council to pay	L	The Council does not make any grants or support payments.	Not applicable	
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any grants.	Procedure would need to be created and approved if required.	
Best Value Accountability	Work awarded Incorrectly Overspend on services	L L	The Council has Financial Regulations which set out the requirements. Normal Parish Council practice is to seek more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate.	
Election costs	Risk of cost from an election	L	When an election is due the Clerk will obtain an estimate of costs from Shropshire Council for a full election and an uncontested election. There are no measures which can be adopted to	Existing procedure adequate.	

			minimise the risk of having a contested election as this is a democratic process and should not be stifled.		
VAT	Re-claiming/ charging	L	The Council has Financial Regulations which set out the requirements. VAT reclaimed annually in line with HMRC requirements and Unique Tax Reference obtained so reclaims can be made online, thus expediting payment by HMRC	Existing procedure adequate.	
Employees	Loss of key personnel	L	The Clerk should have opportunity for training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate. Purchase revised books, membership of the SALC/ training.	
Minutes/ Agendas/ Notices/ Statutory documents	Accuracy and Legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate.	Chair and Councillors
	Business conduct	L	The Chair should manage business conducted at Council meetings and Councillors should adhere to the Council's Standing Orders. A training budget is set and Councillors are encouraged to undertake training as necessary.		
Members interests	Conflict of interest	L	Declaration of Interests is a standing agenda item for each meeting and these are minuted where they pertain to any agenda item	Members take responsibility to check and update their Register and undertake training	Councillor Training Update registers
	Register of Members interests not being up-to-date	L	Register of Members Interest forms are reviewed regularly.		

Members Training	Inadequate knowledge of Code of Conduct and Council Procedures, Roles and Responsibilities.	M	Clerk informs Councillors of any training opportunity and/or relevant meetings which may broaden knowledge.	Members take responsibility to undertake training	Councillor Training Completed.
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before policy renewal) of all insurance arrangements. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place.	Existing procedure adequate. Review compliance.	Annual review
GDPR	Non-Compliance of the new Data Protection Laws, resulting in fines	M	Ensure adequate policies are in place and reviewed	Any new policies to be adopted at Annual Parish Council Meeting	Annual review

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise	Action/By
Assets	Loss or Damage	L	The Council has no physical assets or equipment	Should any assets be acquired, these will be registered and a procedure created for their management to be approved and minuted at the appropriate meeting	Annual review
Defibrillators	Damage/Loss/Malfunction	L	The Defibrillator is inspected regularly by the appointed guardian and any repairs/ maintenance requirements should be brought to the attention of the Clerk.	Existing procedure adequate	Clerk

Maintenance	Poor performance of assets or amenities Risk/damage to third parties	L L	The Parish Council has no assets or amenities for which it is responsible. The Parish Council has all necessary insurances in place.	Should any assets be acquired, or the Parish Council become responsible for any amenities, these will be registered and a procedure created for their management to be approved and minuted at the appropriate meeting	Annual review
Meeting location	Adequacy Health & Safety	L L	Parish Council Meetings are held at Nash and Boraston Village Hall in mostly one room. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspect.	Existing location adequate.	
Council records - paper	Loss through theft/fire/damage	L	Parish Council records covering the statutory 6 years + current year are stored at the home of the Clerk. Since October 2023 the Council has moved to virtually paper-free with all necessary records being held on a password-protected Google drive.	Existing procedure adequate	
Council records - electronic	Loss through theft/fire/damage/computer corruption	L	The Parish Council's electronic records are stored on a shared Google drive protected by a high security password, not on a fixed computer.	Existing procedure adequate	

This Risk Assessment was adopted by the Parish Council at a meeting of the Council held on: _____

Chair of Nash Parish Council

Clerk to Nash Parish Council