

RISK ASSESSMENT is an important aspect of business continuity, planning and development. It involves determining the risks Tibberton Parish Council faces and determining the relative importance of these risks. Risks covered by this Risk Assessment are: Strategic; Financial; Management; Technology; Health & Safety and Operational. Risks to the people and the properties of Tibberton are covered as part of the Tibberton Paris emergency plan

Risk can be assessed by comparing the level of severity and the likelihood. The numbered risks are rated as:

Low	Medium	High
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Our real aim is to make all risks low. To achieve this the Tibberton Parish Council will: 'Review - Act - Record – Review again'.

	<i>Risk area</i>	<i>Risk description</i>	<i>Risk Level</i>	<i>Current internal controls and actions if required</i>
1.1	Assets	Risk of physical assets being unrecorded/unsecure/unfavourable condition due to wear and tear, accidental or non-accidental damage.	Low	Asset register updated annually following a physical asset monitoring programme. Assets covered under public liability element of existing Insurance Policy. Insurance reviewed annually to assess adequacy of cover.
1.2		Risk of third party land claim on Parish Council owned property.	Low	Land titles already registered with the Land Registry.
1.3		Risk of failing to comply with land covenants	Low	Information on covenants held on file. Legal advice on specific issues available via solicitors.
2.1	Business continuity	Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance.	Low	Monthly backup of electronic files undertaken and cloud based service back up used and stored on USB stick. Business Continuity/Disaster Recovery Plan has been put into place.
2.2		Risk of failing to comply with Data Protection Act 1998.	Low	Information maintained and updated as required.
2.3		Risk of failing to comply with the Freedom of Information Act 2000.	Low	Information Commissioner's Model Publication Scheme for Parish Councils adopted. Information regularly updated on website.
2.4		Risk of failing to comply with the Employer's Liability (Compulsory Insurance) Act 1969.	Low	Employers Liability cover (of £5 million) in place under existing Insurance Policy. Insurance requirements reviewed annually to assess adequacy of cover.
2.5		Risk of undertaking activities without appropriate legal powers.	Low	Proposed new activities checked against appropriate legal powers. Power under which activity is being approved is to be included in the minutes. Clarification sought from GAPTC/NALC/SLCC in complex matters. Clerk has completed GAPTA training. Good Councillor Training carried out where necessary.
2.6		Risk of failing to comply with meeting and procedural requirements as required by the	Low	Procedures followed as set out in the Parish Council's Standing Orders. Agendas/minutes/statutory documents produced accurately and promptly,

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		Local Government Act 1972.		are approved and signed at the following meeting and displayed according to legal requirements. Register of members interests maintained. Declarations of Interest agenda item at every Committee meeting. Complaints procedure in place. Register of interest reviewed regularly. Register of Gifts and Hospitality kept and reviews regularly.
2.7		Risk of failing to meet licensing condition/renewals with suppliers.	Low	Paper copies of licensing agreements kept on file (e.g. for it software, OS maps) and renewal costs included in budgeting process.
3.1	Financial administration	Risk of inadequate precept.	Low	Precept determined as part of 3 Year budgeting process, approved by the Parish Council. The budgeting process involves identification of appropriate budget expenditure and income headings and preparation of estimates for each (based on incremental budgeting for ongoing activity, estimates for new or 'one-off' activity and contingencies) which are then assessed for affordability and balance requirements.
3.2		Risk of inadequate financial records.	Low	Procedures followed as set out in the Parish Council's Financial Regulations. NALC/SLCC Governance and Accountability guidelines followed. Section 137 grants approved and accounted for clearly. Financial Regulations reviewed yearly.
3.3		Risk of failure to scrutinise financial records or correctly approve expenditure.	Low	Procedures followed as set out in the Parish Council's Financial Regulations. NALC/SLCC Governance and Accountability guidelines followed. Annual Return completed and submitted to Internal and External Auditor for scrutiny. Internal quarterly financial checks undertaken by a Councillor. Financial Regulations reviewed yearly.
3.4		Risk of incorrect staff salaries being paid.	Low	Staff appointed directly by the Parish Council's Full Committee. Salary rates/hours are set out in employment contracts. Payslips and expenses are approved by the Parish Council with other monthly expenditure. Pay rates follow NALC scales.
3.5		Risk of failing to meet HMRC requirements (NI, tax, VAT)	Low	HMRC NI and tax claims made quarterly. HMRC returns completed annually.
3.6		Risk of failing to meet grant and/or loan conditions/repayments	Low	The Parish Council does not currently receive any grants or have any loans. New systems will be developed for loans or grants when received.
3.7		Banking errors/charges	Low	Monthly bank reconciliations are undertaken to identify any errors made by the bank. Bank balances are monitored regularly and transfers made from deposit to current account to ensure adequate funds are in places.

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3.8		Risk of cash/goods loss through staff theft, risk of cash loss through theft.	Low	No petty cash or float in place. All cash received is banked as soon as possible. Money cover in place under existing Insurance Policy.
4.1	Health & safety	Risk of failing to meet Health and Safety at Work Act 1974 (and other related legislation) for staff, volunteers and the public.	Low	Safety Terms of Reference developed. Clerk trained in general H & S Risk assessments to be carried out as required.
5.1	Liabilities	Risk of damage to third party property/individuals as a consequence of Council provided services/amenities to the public.	Low	Public Liability cover in place under existing Insurance Policy. Insurance requirements regularly reviewed to assess adequacy of cover.
5.2		Risk of contracted services (e.g. grass cutting, street cleaning) services failing to meet the desired standard.	Low	Works specifications included in contracts/orders. Contractors delivering services over a certain amount to have appropriate insurance provision in place.
6.1	Personnel	Risk of key staff loss/under performance.	Low	Employment contracts and job descriptions in place for staff. Staff Committee Terms of Reference agreed. Employment contracts and job descriptions reviewed annually as necessary.
6.2		Risk of staff remuneration not reflecting NALC/SLCC agreed pay scales.	Low	Clerk's salary increased by one spine point annually to top of current scale and any further increase as agreed nationally.

Based on templates provided by GATC.

Next Risk Assessment Review Date: August 2020