



# WEEKLEY PARISH COUNCIL

RISK ASSESMENT

**Adopted 11<sup>th</sup> May 2021**

Weekley Parish Council will take all practical and necessary steps to reduce or eliminate risks, in so far as is practically and reasonably possible. This document has been produced to enable Weekley Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimize them.

Rating A = Satisfactory, Rating B = Review Proposed, Rating X = Unsatisfactory

	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Financial	Inadequate records Financial Irregularities	The Parish Council uses the Financial Regulations which set out the requirements. Reviewed Annually.	A	Existing procedure adequate.	Clerk /Council
	Lack of commitment by Councillors to the budgetary process	Include regulations in Standing Orders issued to all Councillors. Place item on Agenda early in the year to remind Councillors of budget process and actions required. Involve all Councillors in budgetary process not solely the Clerk.	A	Existing procedure adequate.	Clerk /Council
	Failure to ensure that the annual precept results from an adequate budgetary process	Start consideration of budgetary process at least four months prior to submission date of Precept. Checks by Clerk/RFO and supervising Councillor	A	Existing procedure adequate	Clerk/ Council
	Inadequate internal controls with regard to monitoring expenditure	Internal Audit checks are carried out every three months by a Councillor to ensure effective financial management by Clerk/RFO.	A	Existing procedure adequate.	Clerk/ Council
	Reserves too high/low	External Auditor advises reserve balance must not exceed the Precept.	A	Existing procedure adequate.	Council External Auditor
	Illegal activity or payments	All activity and payments within the powers of the Parish Council to be resolved at Council	A	Existing procedure adequate.	Clerk/Council

		meetings, as per the Financial regulations			
	Risks Identified	Management/Control	Rating	Review/Assess	Action By
	Fraud by Councillors	Ensure level of Fidelity Insurance is adequate and reviewed annually.	A	Existing procedures adequate	Clerk
Business Continuity	Incapacity/Absence of Clerk/ Resignation of Clerk	Designate a person to temporarily act as Clerk in an emergency. A Locum Service is available through the SLCC	A	Existing procedure adequate	Council
	Loss or damage to Council records through theft/fire/ damage Inability to access records	Minutes and Agendas are held on the Council's website. Paper copies held in locked office at Clerks home. Data Back-up are on two external hard drives	A	Existing procedure adequate	Clerk
	Security of data (IT systems and support)	Confidential documents are stored in a locked filing cabinet at the Clerk's home. Any confidential documents are securely shredded. Laptop and Email accounts password protected	A	Existing procedure adequate.	Clerk
	Failure to retain or secure the necessary number of members for the Council	Clerk to maintain an up to date Councillor Attendance Register. Advertise for an election immediately a vacancy exists. Co-opt Members where no election is held.	A	Existing procedure adequate	Clerk/Council
	Election costs	In an election year, estimated costs obtained from the Electoral Officer at KBC and included in the budget if insufficient reserves in General Reserves. In other years the Council has a contingency in budget to meet possible by-election costs.	A	Existing procedure adequate	Clerk/Council

	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Legal	Conflict of Interests Members Register of Interests	Councillors are required to declare an interest in any item of business and this is recorded in the Minutes. Completed Register of Interests forms are submitted to the Monitoring Officer at KBC and regularly reviewed. Any change in a Councillors Register of Interests must be notified to the Clerk.	A	Existing procedure adequate	Clerk/Council
	Freedom of Information	The Council has adopted the model scheme	A	Monitor any requests made under FOI.	Clerk
	Governing Policies not up to date	All Policies are reviewed annually by the Council and a check list is retained by the Clerk.	A	Existing procedure adequate	Clerk/Council
	Failure to ensure that all employees are paid in accordance with Council regulations and are adequately monitored. Failure to comply with Inland Revenue and HMRC regulations	A Contract of Employment and Job Description is agreed for the Clerk. Clerk runs payroll using the HMRC BASIC PAYE tools. Ensure employee regulations are available and understood by the Clerk. No additional payment to the Clerk without Council approval.	A	Existing procedure adequate.	Clerk/Council Internal Auditor
Governance & Management	Lack of knowledge of regulations and codes	Ensure that a Code of Conduct, Standing Orders and Financial Regulations are in place and are reviewed annually. Highlight essential parts and provide training where relevant.	A	Existing procedure adequate.	Clerk/Council

	Risks Identified	Management/Control	Rating	Review/Assess	Action By
	Action by the Parish Council outside its powers laid down by Parliament	Clerk to monitor relevant legislation and report to Council	A	Existing procedure adequate.	Clerk
	Lack of commitment to regulations and procedures	Chairman and Clerk to review Council's meeting and operational procedures annually.	A	Existing procedure adequate.	Clerk/Chairman
	Notice of meeting	The meeting Agenda is placed on village noticeboards and on the Council's website giving the required notice of each meeting. Councillors to receive summons electronically	A	Existing procedure adequate.	Clerk
	Approval of minutes	Minutes are approved at the next Meeting of the Council. Draft Minutes are forwarded to Councillors no later than two weeks after a meeting. Minutes are displayed on the Council's website once approved by the Council.	A	Existing procedure adequate.	Clerk/Council
	Written communication to third parties	All formal written communication/emails should be directed through the Clerk and may be signed by the Chairman or Vice-Chairman when necessary.	A	Existing procedure adequate.	Clerk/Council
	Engagement by Members in the operation and activities of the Parish Council	Take every opportunity to publicize the role of the Parish Council through village newsletter or website. Public Open Forum Sessions are held at start of each Council meeting. Effective use of village noticeboard. Use key issues to raise the profile of the Parish Council and to test parishioners' views. Councillors contact details are available on the website and the	A	Existing procedure adequate.	Council

		Village noticeboard.			
	Risks Identified	Management/Control	Rating	Review/Assess	Action By
	Impact of Public spending cuts	All Councillors to be made aware that priorities must be set on the basis of the financial capacity of the Parish Council to deliver. Attend training where appropriate.	A	Existing procedure adequate.	Council
	Lack of engagement by Councillors and Residents on major items of public interest	Ensure publicity through local village newsletter, village noticeboards and website.	A	Existing procedure adequate.	Clerk/Council
	Lack of knowledge by Councillors on their role, responsibility and accountability	Delegate responsibility to one or two experienced Councillors to assist new Members. Attend any training courses available.	A	Existing procedure adequate.	Clerk/Council
	Inadequate insurance cover for members and Clerk	Review Risk Assessment by including on Agenda of Parish Council meetings at least annually. Ensure a Risk Assessment is carried out for all new assets and appropriate insurance cover implemented.	A	Existing procedure adequate.	Clerk/Council
	Failure to identify, value and maintain all assets of the Parish Council, and ensure that asset and investment registers are complete.	Record and maintain a record of all assets for which the Parish Council is responsible and include in the year end accounts. Arrange for annual review of valuations and arrange for professional valuation where appropriate.	A	Existing procedure adequate.	Clerk
	Adoption and implementation of appropriate Government legislation	Clerk to have appropriate legislation available. Review liabilities and responsibilities periodically at Parish Council meetings.	A	Existing procedure adequate.	Clerk
Assets and Property	Loss of damage to Assets Risk/damage to third party property	An annual review of any assets will be undertaken for insurance purposes. Regular risk checks around the Parish.	A	Existing procedure adequate.	Clerk/Council

	Risks Identified	Management/Control	Rating	Review/Assess	Action By
	Employment of Contractors	Use approved contactors. Ensure that all contractors hold sufficient public liability insurance and health and safety certificates.	A	Existing procedure adequate.	Council/Clerk
	Damage to Noticeboard	The Parish Council have one noticeboard in the Village and regular visual inspections are undertaken by the Clerk. Any damage or faults to be reported to the Parish Council.	A	Existing procedure adequate.	Clerk
	Adequacy of meeting locations Health & Safety	Parish Council meetings are held in Weekley Village Hall or Boughton Estate Office, in Weekley which are considered to have all the appropriate facilities for the Clerk, Councillors and the general public.	A	Existing procedure adequate.	Clerk/Council

<b>Approved by Weekley Parish Council:</b>		
<b>Signature of Chairman</b>		<b>Date: 11<sup>th</sup> May 2021</b>
<b>Signature of the Clerk</b>		<b>Date: 11<sup>th</sup> May 2021</b>

To be reviewed in May 2022

