

ERCALL MAGNA PARISH COUNCIL – RISK ASSESSMENT – September 2024

REF	ITEM	RISK RATING	DETAILS	ACTIONS	LEAD
	ASSETS				
1.	Noticeboards	Low Risk	Damage or Vandalism	Weekly visual inspections Covered by Insurance	Councillors Clerk
2.	Parish Laptop	Low Risk	Accidental damage	Covered by home insurance	Clerk
	Parish Laptop	Low Risk	Theft	Equipment covered by Insurance. Data Protection – everything password protected	Clerk
	Parish Laptop	Medium Risk	Virus Attack	Virus software installed. All documents saved remotely on hard drive	Clerk
3.	Defibrillators	Low	Damage or Vandalism	Weekly visual inspections Registered on The Circuit Covered by Insurance	Councillors Clerk
4.	Play Equipment – 2 sites	Med	Safety of users and the public	Weekly visual inspections Bi-Monthly Rospa inspection Annual RoSPA review	Councillor Clerk TWC to arrange RoSPA
5.	Asset Register	Low	Regularly monitored and updated	Reported to F & G annually	Clerk / F & G
	Speed Indicator Devices	Med	Damage, vandalism or theft	Covered by Insurance	Clerk
	FINANCIAL				
6.	Handling VAT	Low	Keep Accurate records and make regular claims	To be claimed quarterly and before the end of the financial year	Clerk
7.	Precepting	Low	Monitor monthly account reports	Share monthly reports with Councillors Make information available to the public	Clerk
		Low	Commence budget process as early as possible	Involve the community and councillors	Clerk / F & G

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8.	Grant Funding	Medium	Ensure grant policy is appropriate	Monitor grant applications and request updates from successful applicants	Clerk / Councillors
	Grant Funding (income)	Low	Ensure parish has powers before applying for grants Ensure money only used for intended purpose	Clear process followed and monitored	Clerk
9.	Reserves	Low	Monitor reserve levels, earmarked budgets are essential	Regular monitoring and reporting essential	Clerk / F & G
10.	Banking	High	Control income and expenditure Two authorisations required (dual payments by BACS)	Ensure financial regulations are current and effective	Clerk / F & G
	Banking (Internal Checks)	Low	Regular internal checks needed with reports to Council	Priority	Clerk / F & G
11.	Salary	Low	Pay accurately in accordance with PAYE. Check hours and rates of pay Pay on time Ensure Pension Regulations followed	Clerk's Review to take place annually before setting the budget Be aware of NALC pay awards Accurate budgeting	Clerk / Chairman and Vice Chairman
	Chairman's Allowance	Low	Check with Chairman on process and procedure	Action as per Chairman's instructions	Clerk
	PROCEDURES				
12.	Meetings	Low	Must be conducted legally and in accordance with Standing Orders	Essential to have current Standing Orders – reviewed annually	Clerk / Chairman
	Minutes	Low	Signed and File / retained appropriately	Hard copy in Minute book, electronic copy on website	Clerk
13.	Training	Low	Importance of Clerk and Councillors having current information in order to	Be aware of responsibilities Training Policy and	Clerk / Councillors

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			fulfil their roles	Register required	
14.	Code of Conduct	High	Be aware of the regulations, especially relating to declarations of interest, use of personal emails and code of conduct	Ensure DPIs are up to date, reviewed regularly for the safety of Councillors and the reputation of the Council	Councillors
15.	Resolutions	Low	All decisions of council must be supported by relevant laws and statutes and recorded Delegated decisions to be recorded at the next meeting	Regularly reviews and monitored and noted in the Minutes Clerk to keep a register of resolutions	Clerk
16.	Financial Regulations and Standing Orders	Low	Review annually and record at AGM	Use effectively for the management of the council	Clerk and Councillors
17.	Press	Medium	Official Parish Council press releases to be sent from the Clerk having been checked by the Chairman	Ensure Councillors know the procedure Councillors must make clear any comments are personal if reported	Councillors and Clerk
	EMPLOYMENT				
18.	Clerk / RFO	Low	Ensure contract of employment in place	Annual reviews – set targets – use for salary assessments Holiday Entitlement	Clerk / Chairman / Vice Chairman
		Low	Business Continuity Plan	In place and monitored for appropriateness	Clerk
		Low	Freedom of Information	Ensure policy in place and respond within 4 days or explain why it may take up to 20 days	Clerk
		Medium	Data Protection	Ensure Clerk and Councillor trained	Clerk and Councillors