

WESTRUBY-ON-SEVERN PARISH COUNCIL RISK ASSESSMENT

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as it is practically possible.

The 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.

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
FINANCIAL AND MANAGEMENT				
Precept	Adequacy of precept in order for the Council to carry out its Statutory Duties	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects 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 from Tewkesbury Borough Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate
Financial Records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate. Review the Financial regulations when necessary.
Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements.	Existing procedure adequate
	Bank mistakes	L	Monthly reconciliation.	Existing procedure adequate

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Reporting and Auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedure adequate
Grants	Receipt of grant	L	Existing procedure adequate.	Existing procedure adequate
Grants and Support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made.	Existing procedure adequate
Best Value Accountability	Work awarded incorrectly	L	The Council has Financial Regulations which set out requirements and procedures for both regular revenue payments and capital items.	Existing procedure adequate
	Overspend on services	M		Include when reviewing Financial regulations
Salaries and Assoc. Costs	Salary paid incorrectly	L	The Council has Financial Regulations which set out requirements and procedures.	Existing procedure adequate
	Unpaid tax to Inland Revenue	L	All salary payments approved at monthly meetings.	
VAT	Reclaiming	L	The Council has Financial Regulations which set out requirements and procedures.	Existing procedure adequate
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor (if required) within time frame.	Existing procedure adequate

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Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedure adequate
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedure adequate
	Business Conduct	L	Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct
Members Interests	Conflict of interests	L	Declarations of interest by Members at Council meetings.	Existing procedure adequate
	Register of Members interests	M	Register of Members' interest forms reviewed regularly.	Members take responsibility to update register
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements.	Existing procedure adequate
	Cost	L	Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Insurance reviewed annually
Data Protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency.	Ensure annual renewal of registration
Freedom of Information	Policy provision	L	The Council will react as necessary to requests.	Action any requests when received
		M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours.	

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PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage risk/damage to third party property	L	An annual review of assets is undertaken for insurance provision.	Existing procedure adequate
Bus Shelter x 12	Loss or damage risk/damage to third party property	L	Each Councillor has been assigned a bus shelter – periodic inspection	Existing procedure adequate
Burial Ground	Damage/risk to third party property	L	Periodic inspection	Existing procedure adequate
The Cross and Bollards	Injury from falling masonry	L	Periodic inspection	Existing procedure adequate
Car Park Near to Severn Bore	Damage risk/damage to third party property	L & M	Rented to a third party	Existing procedure adequate
Closed Churchyard	Damage risk/damage to third party	L	Periodic inspection	Existing procedure adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair or maintenance is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedure adequate
	Unsafe work by contractors	L	Proper procedures followed in tender documents, risk assessed prior to work being undertaken.	

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Notice Board x 2	Risk of damage	L	The Parish Council currently has 2 notice boards each one has a monitor who keep the notices up to date and report any damage or problems.	Existing procedure adequate
Meeting Locations	Adequacy	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, Members and the general public.	Existing procedure adequate
	Health & Safety	M		
Council Records – Paper	Loss through theft	L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance and bank records. The documents are stored in a metal filing cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate
	Loss through fire damage	L		
Council Records – Electronic	Loss through theft	L	The Parish Council electronic records are stored on the Council laptop held with the Clerk at her home. Back-ups of electronic data are made at regular intervals.	Existing procedures considered adequate
	Loss through fire damage or corruption of computer	M		
Seats x 3 Seat 1 Top of Jordan Hill Seat 2 The Mill, WOS Village Seat 3 Westbury Court	Loss or damage risk/damage to third party property	L	Periodic inspection	Existing procedure adequate
Playing Field at Northwood Green	Fencing, Goal Posts, Kissing Gate, Stiles Falling Branches	M	Periodic inspection	Existing procedure adequate
Play Area	Injury to users	M	Playground inspected (basic) regularly by Councillors on a weekly rota list and a more detailed inspection every 3 months, both produce reports. Inspected annually by ROSPA, again with a report.	Existing procedure adequate

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Telephone Boxes x 4 The Village Stantway Hartlands Hill (door missing) Northwood Green	Injury to users visiting the telephone boxes	L	Periodic inspection	Existing procedure adequate
The Strand Carpark	Sign falling on somebody	L	Carpark	Existing procedure adequate
Village Green – Blue Boys, Rodley	Sign falling on somebody	L	Common Lane and Village Green Acts apply	Existing procedure adequate
Wall – Bell Lane	Falling/lose debris	L	Periodic inspection	Existing procedure adequate
War Memorial	Injury from falling masonry	L	Periodic inspection	Existing procedure adequate
Website	Wordpress	M	Clerk ensures content is updated before and after each meeting.	Existing procedures considered adequate
	Hacked by third party	L	Maintained by reputable local web service.	

October 2022

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