

Ainstable Parish Council

Serving the villages of Ainstable, Croglin, Newbiggin, and Ruckcroft,
the communities of Dale and Longdales, and the surrounding farms and houses

Risk Assessment

This Risk Assessment Document was adopted by the Parish Council at its Annual Meeting held on 21st May 2019. The next review date is May 2020.

This document enables the Parish Council to assess the risks it faces, and satisfy itself that it has taken adequate steps to minimise the effect of them.

The Parish Council used the following plan in developing this risk assessment:

- Identified the subject areas to be reviewed.
- Identified any potential risks that may be incurred.
- Evaluated level of the risk.
- Developed and evaluated relevant management, and control mechanisms, to manage the risks identified.
- Identified those risks which require further review, additional assessment, or revision of the control mechanism.

Financial and Management

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	L	<p>Sound budgeting, and careful financial planning, will be used to manage the annual precept.</p> <p>The precept will be an agenda item at the November Parish Council meeting. At the November precept meeting the Parish Council will receive a budget update report, including the current position and projected expenditure to the end of the financial year.</p> <p>The Parish Council will discuss and agree the major projects for the following year, and set the admin budget. The Parish Clerk will provide up to date estimates of costs, and the projected expenditure, to enable the Parish Council to decide on the budget and set the precept.</p> <p>The Parish Council will use this information to plan the budget to cover:</p> <ul style="list-style-type: none"> • Employment costs • Admin – e.g. standing costs, admin, audits, and insurance etc. • Regular accepted grants • Maintenance programmes • Projects identified for the for the following year • Contingency fund to cover unforeseen seen breakages and emergency spending <p>This budget will then be used to manage expenditure in the following financial year.</p>	Existing procedure adequate Parish Clerk and Chairman to review
Precept	Precept requirements not submitted to EDC.	L	<p>Eden District Council send a request for the precept details to the Parish Clerk in January. The Parish Clerk will return the forms by the due date to inform EDC of the required precept.</p> <p>In the event of the precept requirements not being returned to EDC the existing precept will remain in force.</p>	Existing procedure adequate.
Precept	Precept not received	L	<p>The Parish Clerk monitors the bank accounts, and will inform the Councillors when the monies are received.</p> <p>The precept should be received from EDC in May.</p>	To review existing bank procedures
Reporting & Auditing	Information communication Fraud or misadministration	L	<p>The Chairman and Parish Clerk will produce, and maintain, an ongoing financial plan to inform the Council of its obligations and the available funds.</p> <p>The Parish Clerk and the Chairman will review the accounts monthly.</p> <p>The accounts will be made available at meetings for the Councillors to inspect.</p> <p>A monitoring statement is produced regularly before each Council meeting from which the Parish Clerk updates Councillors.</p>	Existing procedure adequate Parish Clerk and Chairman to review

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Financial Records	Inadequate records	L	The Parish Clerk will maintain the accounts of the Parish Council. The Parish Clerk and the Chairman will review the accounts monthly. The accounts will be made available at meetings for the Councillors to inspect. Council receives a list of payments due and monies received, along with account balances.	Existing procedure adequate.
Financial Records	Financial irregularities	L	The minutes record all payments made and cheques written. The Parish Clerk and the Chairman will review the accounts monthly. The accounts are audited by both internal and external auditors.	Review the Financial Regulations when necessary.
Banking	Cash loss	L	The Parish Council does not use cash in any transactions – no cash is handled.	Existing procedure adequate.
Banking	Fraudulent or misuse of cheque book	L	The Parish Council uses cheque books for each account. The Parish Clerk holds the cheque books, and receives all the bank correspondence but is not a signatory. Cheques require two signatures who must be current members of the Parish Council. It preferred that the Chairman is not a signatory, to enable the Parish Clerk and Chairman to act as internal auditors and monitor all payments. Parish Clerk and Chairman to monitor the bank statements monthly.	Review the Financial Regulations when necessary Review the bank signatory list annually at the AGM, and whenever a Councillor is co-opted or ceases to be a member of the Council.
Banking	Fraudulent or misuse of debit card	L	The Parish Council holds a credit card for the Parish Clerk. The Parish Clerk holds the credit card for use for parish expenses. The credit limit on the card is £200. The whole balance on the card is cleared monthly by direct debit from the parish council's bank account and the payment reported at the Meeting. Use of the debit card will be monitored by the Chairman in the monthly meeting between the Parish Clerk and Chairman.	Review the Financial Regulations when necessary To review existing bank procedures and individual bank practices.
Banking	Online banking	L	The Parish Council uses online banking. The Parish Clerk and the Chairman will be able to monitor the bank accounts, and initiate but not authorise payments. All other Councillors will be able to monitor the bank account, they will not be able to initiate payments, but will be able to authorise payments. All payments will require 2 separate Councillors to logon and authorise payments.	Review the Financial Regulations. To review existing bank procedures and individual bank practices.
Banking	Bank mistakes	L	The Parish Clerk will monitor the bank accounts. The Parish Clerk and the Chairman will review the accounts monthly. The accounts will be made available at meetings for the Councillors to inspect. In the event of an error being detected the Parish Clerk contact the bank and manage the situation. The Parish Clerk will keep the Chairman informed of any problems, and all communication with the banks.	Review the Financial Regulations. To review existing bank procedures and individual bank practices.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
VAT	Reclaiming	L	Parish Clerk to monitor VAT on an ongoing basis. VAT to be claimed annually if less than £100 or when required in the event of higher amounts. VAT records to be included in the monthly accounts to be monitored by the Chairman.	Existing procedures adequate. Review provision and compliance annually.
Annual Return	Standard documents Standing Orders Financial Regulations Risk Assessment Asset Register	L	The Parish Clerk and the Chairman will review the standard documents in the last quarter before the AGM and make any amendments required. These documents will be provided to all Councillors before the AGM for review and agreement. The Parish Council will vote to agree and adopt the modified/updated standard documents.	Existing procedures adequate. Review provision and compliance annually.
Annual Return	Submit within time limits	L	Annual Return is completed by the Parish Clerk and the details confirmed with the Chairman. The Annual return is submitted to the internal auditor for completion and signing then checked and sent on to the external auditor within time limit. The Annual Return is an agenda item for the AGM where it will be agreed and signed by the chairman on behalf of the Parish Council.	Existing procedures adequate. Review provision and compliance annually.
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Insurers are presently BHIB & Ecclesiastical	Existing procedures adequate. Review provision and compliance annually.
Council records paper	Loss through: theft fire damage	L	The Parish Council records are stored at the home of the Parish Clerk in a locked cupboard. Records include historical correspondence, minute books and copies, leases for land, records such as insurance.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records electronic	Loss through: theft, fire, damage corruption of computer	L	The Parish Council's electronic records are stored on the Parish Council's laptop computer, at the Parish Clerk's house. Back-ups of the files are taken at regular intervals. The Parish Council will comply fully with the requirements of the Data Protection Act and GDPR.	Back-up of electronic files produced regularly.
Freedom of Information Act	Fidelity Guarantee Policy Provision	M	The Council has adopted the model publication scheme for Local Councils. The Council is committed to populating this page with the required information over the next twelve months. There have been no requests for information to date but the Council is aware that requests may require additional hours of work. The Council is able to request a fee if the work will take more than 15 hours, however the request can be re-submitted and broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the Freedom of Information Act.
Direct costs	Goods not supplied but invoiced. Incorrect invoicing.	L	The Parish Clerk is the sole authorising role for orders within the Parish Council, and is responsible for monitoring all orders and supplies to the Parish Council. At each Council meeting the Council approves the list of requests for payment.	Existing procedure adequate Parish Clerk and Chairman to review the Financial Regulations when necessary.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Direct costs	Overspend on services	L	The Parish Clerk is the sole authorising role for orders within the Parish Council, and is responsible for monitoring all orders and supplies to the Parish Council. At each Council meeting the Council approves the list of requests for payment. If a problem is encountered with a contract the Parish Clerk would investigate the situation, check the quotation / tender, research the problem and report to Council.	Existing procedure adequate Parish Clerk and Chairman to review the Financial Regulations when necessary.
Direct costs	Cheque/payment incorrect	L	The Parish Clerk is the sole authorising role for orders within the Parish Council, and is responsible for monitoring all orders and supplies to the Parish Council. At each Council meeting the Council approves the list of requests for payment. Two signatories are required for cheques and the counterfoils initialled.	
Best value accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, three quotations for any substantial work required to be undertaken or for goods.	Existing procedure adequate. Include when reviewing
Grants Payable	Power to pay	L	All applications for grants are to be made in accordance with the Parish Council Grant Application Procedure. Grants applications must be supported by full documentation from the applicant body, and must be supported by ongoing financial reports on the use of the grants	Existing procedure adequate Parish Clerk and Chairman to review procedure.
Grants Receivable	Receipt of Grant	L	The Parish Council does not presently receive any regular grants. One-off grants would come with terms and conditions to be satisfied. The Parish Clerk and the Chairman would review any grants as part of the regular monthly reviews.	Existing procedure adequate Parish Clerk and Chairman to review procedure which may need to be formed, if required.
Election costs	Risk of an election cost	L/M	Risk is higher in election year. When an election is due the Parish Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election. A contingency fund should be established to meet the costs.	Existing procedures adequate. Include in financial statement when setting precept.
Data Protection	Loss of data or data breach.	L	The Parish Council has identified the data it holds and the risks associated with any loss of data – see Data Register for full details. Since most data held by the Parish Council is in the public domain, the risk of loss is low.	The Data Register and Data Protection policy are subject to annual review.

Parish Clerk - Recruitment & Employment

The Parish Clerk is the Responsible Financial Officer, and at present the sole employee of the Parish Council. This is an essential role which requires a person with the ability to learn and cover a wide range of jobs, and to have the integrity to carry out detailed, and at times confidential, work with minimum supervision.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Parish Clerk	Recruitment	L	<p>Adverts for a Parish Clerk would be drawn up by the Chairman on the authority of the full Parish Council.</p> <p>All adverts and job descriptions would be based on those issued by the NALC and CALC, but modified to suit the particular requirements of the Parish Council.</p> <p>The Parish Council would establish a sub-committee of a minimum of 3 Councillors to oversee the process of recruitment. Any interviews would be carried out by the sub-committee who would make recommendation to the full Parish Council. All appointments are made by the full Parish Council.</p>	<p>Review procedures to be agreed.</p> <p>NALC/CALC advice on reviews.</p>
Parish Clerk	Retirement or resignation	L	<p>The Chairman is the line manager for the Parish Clerk and as such would receive any resignation on behalf of the Parish Council. In the event of a resignation the Chairman would inform the Parish Council, and initiate a recruitment procedure.</p>	<p>Review procedures to be agreed.</p> <p>NALC/CALC advice on reviews.</p>
Parish Clerk	Fraud or misadministration	L	<p>The Chairman acts as the line manager for the Parish Clerk, and monitors the work.</p> <p>The Chairman also monitors the financial accounts, communications, and bank accounts.</p> <p>All communication must be copied to the chairman@ainstable.org.uk and clerk@ainstable.org.uk email accounts.</p> <p>The requirements of the Fidelity Guarantee insurance to be adhered to.</p> <p>The Parish Clerk will be provided with relevant training, reference books, access to assistance and legal advice.</p>	<p>Existing procedure adequate.</p> <p>Purchase revised books.</p> <p>Clerk to attend relevant training.</p>
Parish Clerk	Non-compliance or poor performance	L	<p>The Chairman acts as the line manager for the Parish Clerk, and monitors the work.</p> <p>The Chairman also monitors the financial accounts, communications, and bank accounts.</p> <p>All communication must be copied to the chairman@ainstable.org.uk and clerk@ainstable.org.uk email accounts.</p> <p>The Parish Council will provide the Parish Clerk with a review 6 months after start date, and then annually within 1 month of the start date.</p> <p>The reviews will be carried out by the Chairman and 2 other Councillors.</p>	<p>Review procedures to be agreed.</p> <p>NALC/CALC advice on reviews.</p>
Parish Clerk	Disciplinary	L	<p>The Chairman acts as the line manager for the Parish Clerk, and monitors the work.</p> <p>The Chairman also monitors the financial accounts, communications, and bank accounts.</p> <p>All communication must be copied to the chairman@ainstable.org.uk and clerk@ainstable.org.uk email accounts.</p> <p>NALC/CALC advice and procedures to be adopted and followed.</p>	<p>Disciplinary procedures to be agreed.</p>

Injury in the Workplace

The Parish Council has a responsibility under Health & Safety Legislation to protect employees, councillors, volunteers, contractors and members of the public from harm.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Clerk's home	Injury associated with computer use	L	The Clerk is responsible for ensuring safety in their own workplace. The Parish Council will provide any equipment deemed reasonable, commensurate with the number of hours worked.	Existing procedure adequate.
Parish Council Meetings	Injury associated with incorrect manual handling when moving tables & chairs Trip hazards, e.g. trailing wires	M	Members of the council are responsible for moving tables and chairs in both meeting venues used by the parish council. Manual handling training would help minimise any risk of injury associated with this. All councillors using any wired device, e.g. laptop, projector, in a meeting must ensure that trailing wires are kept out of walking routes wherever possible, are used with cable protectors where possible and that all those present are aware of the wires.	Manual handling training to be provided
Contractors	Personal injury associated with incorrect use of equipment	M	Parish Council contractors must hold appropriate qualifications in use of equipment utilised on behalf of the parish council. The Clerk to see copies of certificates or other proof of qualification. Contractors to hold their own risk assessment and appropriate insurance.	Existing procedure adequate.

Physical Equipment or Areas

The Parish Council owns and controls a number of assets throughout the parish.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets General	Damage/loss	L	The Parish Council will maintain a register of all assets. The asset register will be kept electronically on the Parish laptop and emailed to the chairman@ainstable.org.uk and clerk@ainstable.org.uk accounts. A copy of the asset register will also be placed in the Parish File for use in meetings. An annual review of assets will be undertaken for insurance provision and maintenance provisions.	Existing procedure adequate.
Assets Roadside Signposts Bus Shelters	Damage/loss	M	Permission and advice will be sought from Cumbria Highways before the purchase or installation of any roadside assets to ensure they are suitable for the intended use. All roadside assets will be selected and placed in accordance with the advice from Cumbria Highways to minimize the potential for them to be damaged.	Existing procedure adequate. Ensure inspections carried out. Annual review required

Noticeboards			All Parish Council assets should be inspected on a regular basis. Vandalism is fortunately rare within the Parish, but there has been some historical damage to benches and traditional signposts. All assets will be kept in a good state of repair to indicate the assets are valued by the community. Any damage to assets will be repaired as soon as is practical.	
Assets Roadside Signposts Bus Shelters Noticeboards	Damage to 3 rd Party	L	Permission and advice will be sought from Cumbria Highways before the purchase or installation of any roadside assets to ensure they are suitable for the intended use. All roadside assets will be selected and placed in accordance with the advice from Cumbria Highways to minimize the potential for them to cause damage to 3 rd Parties. Careful placement of roadside assets should ensure they are not a hazard to road users or pedestrians.	Annual review required
Parish Land	Risk to third parties.	L	All land to be inspected for possible risks to members of the public.	Existing procedure adequate. Include when reviewing
Laptop	Equipment failure Viruses/malware Hacking	L	The Laptop has an up to date copy of McAfee Security Suite installed, the firewall is set to on, and is set to update all software automatically. The laptop to be inspected on an annual basis by a suitably qualified person.	Existing procedure adequate. Include when reviewing
Printer	Equipment failure Viruses/malware Hacking	L	The Parish Council has purchased a new printer. The printer to be inspected on an annual basis by a suitably qualified person.	Existing procedure adequate. Include when reviewing
Trees	Damage or Injury from falling branches	L	My 2019 - The Parish Council is in the process of developing a policy and procedure for trees it owns.	Process in development.

Millennium Green

The Millennium Green Trust controls Ainstable Millennium Green, with the Parish Council acting as the sole trustee. The Trust is registered with the Charities Commission with the land registered to the Trust. The equipment and benches on the land belong to the Parish Council.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets Millennium Green	Risk to third parties.	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned /authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly.	Existing procedure adequate. Ensure inspections carried out.
Charity Commission Return	Misreporting	L	The Parish Clerk and the Chairman will review the standard documents in the last quarter before the AGM and make any amendments required. These documents will be provided to all Councillors before the AGM for review and agreement. The Parish Council will vote to agree and adopt the modified/updated standard documents.	Existing procedures adequate. Review provision and compliance annually.
Accounts	Fraudulent procedues	L	The Parish Clerk and the Chairman will review the accounts in the last quarter before the AGM. The accounts will be audited by an external auditor prior to being sent to the Charity Commission These accounts will be provided to all Councillors before the AGM for review and agreement. The Parish Council will vote to agree and adopt the accounts.	Existing procedures adequate. Review provision and compliance annually.
Banking	Fraudulent procedues	L	The Parish Clerk and the Chairman will follow the Parish Council procedures for all banking on behalf of the Millennium Green Trust.	Existing procedures adequate. Review provision and compliance annually.

Liability

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Agendas & Minutes	Accuracy and legality	L	Minutes and Agendas are produced in the prescribed method by the Parish Clerk and adhere to the legal requirements. The Chairman acts as the Parish Clerk's line manager and oversees the work of the Parish Clerk. Minutes are approved and signed at the next Council meeting. Minutes and Agenda are displayed according to the legal requirements.	Existing procedures adequate. Review provision and compliance annually. Undertake adequate training.
Agendas & Minutes & Statutory Notices	Failure to display	L	The Parish Council maintains 6 noticeboards throughout the parish for the display of all notices. Agendas shall be displayed 7 days before a meeting. Minutes shall be displayed within 7 days of a meeting. Statutory notices will be displayed as required. The accounts and annual return may be inspected at parish meetings or by prior arrangement with the Parish Clerk.	Existing procedures adequate. Review provision and compliance annually. Undertake adequate training.
Parish Meetings	Business Conduct	L	Business conducted at Council meetings should be managed by the Chair, or by the Vice Chairman in the absence of the Chairman. Parish Meetings will follow the Standing Orders as approved by the full Parish Council.	Existing procedures adequate. Review provision and compliance annually. Undertake adequate training.
Councillors Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting.	Existing procedures adequate. Review provision and compliance annually. Undertake adequate training.
Councillors Interests	Register of members interests	M	Register of Members Interest forms to be reviewed at least on an annual basis at the AGM.	Existing procedures adequate. Review provision and compliance annually. Undertake adequate training.

Signed

Date

Signed

Date

Clerk to Ainstable Parish Council

Chairman of Ainstable Parish Council