

# ILTON PARISH COUNCIL BUSINESS RISK ASSESSMENT

This Risk assessment is a systematic general examination of business activities and operations (including working conditions) that will enable the Council to identify any, and all, potential risks inherent in their activities and operations. Based on a recorded assessment, the Council should then take all necessary steps to eliminate or, where this is not possible, reduce the risks, insofar as is reasonably practicable to do so.

This document has been produced to enable the Parish Council to assess the financial, management and other business risks that it faces and to satisfy itself and others that it has taken adequate steps to control them. In conducting this exercise, the following plan was followed:

- Identify the activities and operations to be reviewed;
- Identify the hazards and determine the nature (who is at risk, from what and how) of the risks they present;
- Eliminate risks where possible and implement appropriate risk control strategies to manage the residual risks;
- Record all findings, regularly monitor and review as necessary

Category	Risk	Likelihood	Control Measure	Comments
<b>Business continuity</b>	(i) Sudden and unexpected loss of current Clerk	Low	There is a Parish Council owned laptop with all documents saved to the Cloud.	Existing procedure adequate
	(ii) Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Medium	Clerk works from home. Short term absence of Clerk is covered by Councillors. Loss or long-term incapacity of Clerk would be covered by the appointment of a Locum.	Existing procedure adequate
	(iii) Loss of documents and / or data	Low	Clerk works from home. No significant important documents are duplicated elsewhere. Electronic data is held in at least two places (PC laptop and Cloud).	Existing procedure adequate
	(iv) Meeting venue not available	Low	If for any reason the Village Hall becomes unavailable, as a contingency, the Church meeting room could be used.	Existing procedure adequate
	(v) Pandemic/Virus	Low	The Village Hall and/or Church meeting room would be unavailable for meetings and therefore the Parish Council would use video conferencing for all meetings in order to meet expected social distancing requirements.	Existing procedure adequate

<b>Financial</b>	(i) Theft / loss of money through incorrect payment(s) being made	Low	<p>Financial Regs and Internal Controls procedures are in place as follows:</p> <p>All financial invoices, bank reconciliations and reports are provided ahead of every Council meeting for councillors' review. Monthly payments are authorised by Full Council in line with Fin Regs. No individual councillor has authority to commit or authorise expenditure of the Council's funds. Two signatures are required to authorise the cheque or electronic payment from the bank account. Bank mandates are reviewed annually or as necessary with cash reserves monitored in line with FSCS. Clerk can use petty cash for agreed expenditure approved by the PC. HMRC PAYE Tools software used for PAYE/NI. Internal and external audits completed annually. Fidelity Guarantee in place.</p>	<p>Annual review confirms existing arrangements adequate</p> <p>Investment Strategy to be implemented</p> <p>Fidelity Guarantee is £250,000</p>
	(ii) Theft / loss of and damage to assets	Medium	Covered by comprehensive insurance policy	Level of insurance cover reviewed annually
	(iii) Insolvency of insurance company	Low	Cover effected with a major insurance company via scheme with specialist broker for Parish Council business	Current insurance with Aviva, through broker, Clear Councils
	(iv) Not receiving sufficient / all expected income	Low	<p>Council carries cash reserves, the adequacy of which is reviewed annually.</p> <p>Budget review and forward financial planning.</p> <p>Precept demand submitted before deadline.</p>	<p>Reserves of 12 months minimum held</p> <p>Fin Regs require budget and precept to be finalised at Jan meeting</p>
	(v) Failure to follow procedures re contracts & Best Value principals	Low	<p>Negotiations for new or the renewal of contracts, are always carried out in accordance with the Financial Regulations.</p> <p>Contractors to evidence appropriate insurance cover and Council to receive copies of Method Statements and Risk Assessments in advance of contract approval.</p>	Fin Regs updated June 2024

<b>Legal</b>	(i) Legal liability as a consequence of asset ownership. Damage to 3 <sup>rd</sup> party property or individuals	Low	Covered by Public Liability insurance with all assets inspected on a regular basis. Play equipment inspected monthly and annually by Registered Play Inspector.	PL cover currently £10 million  Level of insurance cover is reviewed annually  EL currently £10 million
	(ii) Personal accident to members and staff. Assault to staff	Low	Clerk works from home; minimum levels of petty cash is handled. Covered by personal accident and Employers Liability insurance.	
	(iii) Inappropriate use of powers; breaking the law	Low	Membership to SALC provides access to current and up to date advice if necessary. Councillors attend initial briefing and formal training on being elected.  The Parish Clerk is CILCA qualified.	Separate Business Risk Assessment prepared and reviewed annually
<b>Health &amp; Safety</b>	Loss or damage to property & contents owned by Council	Low	Up to date register of assets & investments. Property maintenance schedule & adequate insurance in place (see Legal (i))	Asset Register reviewed annually
	Failure to carry out suitable Risk Assessments and ensure that corrective actions are carried out	Low	Annual review of Risk Management documents/procedures by Council. All fixed assets and Risk Assessments reviewed on regular basis and reported to Council.	Risk Management reviewed annually
	Equipment not in correct working order	Low	All equipment (small hand tools or office equipment) used and maintained by trained personnel and serviced regularly. Electrical inspections carried out as necessary.	Use of garden machinery/tractor under Review June 2024

Approved at the 11 June 2024 Parish Council Meeting