WATER ORTON PARISH COUNCIL
RISK MANAGEMENT ASSESSMENT

Approved by Parish Council on: XX.XX.XX
Review July 2024

WATER ORTON PARISH COUNCIL RISK MANAGEMENT ASSESSMENT 2023/24

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any potential inherent risks. The Parish Council, based on a recorded assessment, will take all reasonable practical and necessary steps to reduce or eliminate the risks.
This document has been produced to enable Water Orton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to mitigate these risks.

FINANICAL AND MANAGEMENT

Subject	Risks(s) indentified	H / M / L	Management / Control of Risk	Review / Assess / Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	M	To determine the precept amount required, the Council receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projection 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 North Warwickshire Borough Council. The figure is submitted by the Clerk in writing.	General Reserve Funds are around the minimum level required. Council to consider looking at a 3 year action plan to ensure precept increases can be staggered where appropriate.
Financial Records	Inadequate records Financial irregularities	M L	The Council has Financial Regulations which sets out the requirements these are reviewed annually. Clerk keeps accurate and up to date records, Council regularly check bank reconciliations and have access to accounting records as required.	Statement of Internal Controls to be adopted and annually reviewed to ensure adequate internal controls are in place. Website to be updated with financial records

				included in transparency codes are published. Asset register is not accurate, further details to be recorded to plan for asset replacements.
Bank and Banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation to check for accounting and banking errors. Council moved to Unity Trust Bank and all transactions have dual authorisation from Councillors.	New Councillors to be added to bank mandate to ensure adequate number of councillors to approve transactions.

Reporting and auditing	Information communication	M	Quarterly Budget Analysis is given at the end of each quarter to include bank balances and bank reconciliation	Quarterly Budget Monitoring to be implemented, training to be provided to Councillors re: AGAR requirements. Bank reconciliation. New councillors likely from May 2023 training to be provided.
Grants	Receipt of Grant	M		Council to be given full information relating to terms and conditions of grants. Council should ensure spending and reporting deadlines are adhered to.
Charges-rents receivable	Payment	M	Parish Council receives hire fees for the pavilion and rent from leases. Payments	Invoice List produced showing amounts invoiced and payments received.

			taken by cheque or BACs to reduce risk of cash handling.	Council to consider any bad debts as per financial regs. Customers to be contacted with new BACs details for new bank account. Fees & Charges reviewed annually. Leases require review.
Grants and support payable	Power to pay Authorisation of Council to pay	L	Grant Policy in place, expenditure goes through the required Council process of approval, minuted and listed on accounts payable schedule	Existing procedure adequate
Best value accountability	Work awarded incorrectly Overspend on services	L H	Council to follow Financial Regulations relating to best value. Financial Regulations are adequate for most expenditure. Scheme of delegation in place for decisions required between meetings.	For any projects in excess of £30k involving a tender process further procurement advice should be sought prior to beginning the process to ensure all legislation and guidance are adhered to. Parish Council Action plan should be considered so services and projects can be adequately planned and aid the Council with an overall financial strategy.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	M M	Payroll and all taxations liabilities outsourced. DD being set up for HMRC PAYE and Council are now registered for online HMRC Services. General Reserves are held in case of unexpected expenditure should any	Council may wish to consider setting up Standing Orders for salary payments to avoid any delay to salaries due to the dual authorisation account.

			issues arise. Council also hold insurance to protect against professional negligence.	
Employees	Fraud by staff	L	Fidelity Insurance held and Financial Regulations in place to protect Council from fraud. Dual Authorisation bank account will provide further protection from fraud and monthly bank reconciliations reduce risk.	Further review of the effectiveness of internal controls should be conducted.
	Health and Safety	M/H	All employees to be provided adequate direction and safety equipment needed to undertake their roles. Employer Liability Insurance held.	Monitor Health and Safety requirements and insurance annually. Risk Assessments to be conducted for each task / service to ensure adequate mitigations are in place and that PPE has been provided as well as adequate safety equipment and training.
VAT	Reclaiming/Charging	L	The Council has Financial Regulations which sets out the requirements. VAT claims to be made regularly at least once per annum.	To qualify for VAT refund all good / services must have been ordered by the Parish Council for non-business purposes, invoices must be in the name of the Parish Council and the goods / services must remain in the ownership of the Parish Council.

Annual Return	Submit within time limits	L	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing them checked and sent to External Auditor within time frame.	Further training regarding Annual Return to be given to Councillors.
Legal Powers	Illegal activity or payments	L	Any new activities / payments to be checked to ensure they are within legal powers. From May 2023, Council declared general power of competency.	General Power of Competency to be reviewed if Clerk leaves / more than a 1/3 of elected councillors resign.
Minutes/agendas/Notices Statutory Notices	Accuracy and Legality	L	Minutes and agenda 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. Minutes and agendas displayed according to legal requirements. If Clerk absent, Council should seek further advice from WALC and procure services of a Locum Clerk if required. .	Existing procedures Adequate. Further Councillor training may be useful in event of any absences.
	Business conduct	M	Business conducted at Council meetings should be managed by the Chair	Members should adhere to Code of Conduct. Chairmanship course to be offered.
Members Interests	Conflict of interests	L	Declarations of interest by members at Council meetings	Existing procedures adequate Members take responsibility to update register. Further Councillor training
	Register or members interests	L	Register of members interests forms reviewed regularly. Opportunity given at each meeting for declarations of interest and any dispensations.	

Insurance	Adequacy Cost Compliance Fidelity Guarantee	H M L M	An annual review is undertaken of all insurance arrangements Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place	Asset Register to be fully reviewed in 2023-24 and up to date insurance valuations obtained where possible
Data Protection	Policy Provision	M/H	The Parish Council is registered with the Information Commissioners Office	Ensure annual renewal of registration Review GDPR and data protection policies and their effectiveness. Additional training for Clerk and Councillors.
Freedom of Information	Policy Provision	M	The Council has a Model Publication scheme in place.	Requests made under FOI have increased, Council to improve level of documentation available on the website (including ensuring transparency code guidance is followed) to ease pressure on staff to provide information that should already be accessible. Improve navigation of the website so users can find information easily and abides by the Web Accessibility Regulations
PHYSICAL EQUIPMENT OR AREAS				

Assets	Loss or damage Risk/damage to third party (ies) property	H H	A basic asset register exists. Further work is required to improve the accuracy of this.	At least an annual review of assets should be completed to check item is still in situ and is not damaged. Insurance valuations should be obtained for all assets and then checked every 3 years. Assets have routinely been purchased and not recorded on the asset register in a consistent format if at all. Significant assets are missing from the register and many assets are 'grouped' into categories which make it difficult to identify where and when various assets were purchased and to accurately obtain current valuations for insurance purposes. Confusion exists on which land and / or other assets belongs to the Parish Council or other organisations, Lease agreements are not in place. Land is not registered. Conveyancing solicitor instructed in July 2023 to register the Playing Field (PC hold title

				deeds) and the Green (possessory title)
Maintenance	Poor performance of assets or amenities	H	Some assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured	Council need to ensure they have accurate records regarding maintenance responsibilities and insurance for the Bowls Pavilion and Tennis Club. Council to ensure they build up adequate reserves for the renewal and replacement of their assets. Maintenance Budgets have been set based on in-year expenditure without reference to a longer-term forecast, General Reserves are at a low level and Earmarked reserves for asset replacements which are required imminently (Play Equipment / Bus Shelters) are not sufficient to meet demand.
Notice Board	Risk of damage	L	The Parish Council has two notice boards. No formal inspection procedures are in place but any reports of damage and faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council	Existing procedures adequate

Meeting Locations	Adequacy Health and Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public	Existing procedures adequate. Council in the process of completing Risk Assessments for the building and putting mitigations in place where required. Fire Risk Assessment for building required.
Council records – paper	Loss through Theft Fire Damage	 M M M	Recent Parish Council records are stored at the home of the Clerk. Staffing papers are kept in locked drawers. Historical records including correspondences, minutes, insurance, bank records are kept at the Pavilion	Clerk has carried out some work to dispose of records not required by a standard retention policy to ensure Council are not breaching GDPR by keeping records longer than required and to ensure records are kept orderly and are not excessive. Items in excess of 10 years old should be moved to Warwickshire County Records Office for archiving (subject to their policies on the archives they will store, Records stored at pavilion should be 6 years of financial records, 12 years of salary / PAYE information, upto the past 10 years of minutes Any byelaws / title deeds and other

				documents for permanent retention (which cannot be archived as they are current) should be kept in a fire proof cabinet) Only the current year & previous year (if req'd) should be kept at the Clerks home to reduce the risk of records loss.
Council records – electronic	Loss through Theft, fire damage or corruption of computer	L	Digital Records are now stored in Microsoft One-Drive and on the Council Laptop.	Existing procedures considered adequate. Council to digitise records wherever possible to reduce the number of items requiring physical storage.

Aviva Legal Helpline The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.