

Hamfallow Parish Council Risk Assessment – Rev1

Review Date: November 2023

Risk Management is the process adopted by Hamfallow Parish Council (HPC) to identify risks associated with the day to day running of the council. Identifying these risks gives an opportunity to determine the mitigating controls necessary to reduce/negate any impact.

In conducting this exercise, the following methodology was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the risk and record mitigating controls to lessen any impact.
- Record necessary actions as required on relevant Quality Plan (QP1, QP2, or QP3)

Subject	Risk	L/M/H	Mitigating Controls	Actions
Precept	Inadequacy of precept for council to carry out its duties	L	To determine the amount required the council reviews budget updates prepared by the Clerk. These financial reports details current spend against end of year projections. Using this information, the council are able to ascertain the amount required from SDC. The request is made in writing by the Clerk in a timely fashion. The Clerk informs the council once in receipt of monies.	Existing procedures and practices are deemed as adequate. Ref QP1
Finance	Unexpected large expenditure	L/M	The councils maintains a modest reserve for such occasions. This is periodically reviewed by the nominated Finance committee and full council. The councils also insures parish assets against damage/loss	Existing procedures and practices are deemed as adequate. Ref QP1
Finances	Fraud	L	The councils accounts are annually scrutinised by an approved independent auditor. The clerk also submits regular financial reports to council.	Existing procedures and practices are deemed as adequate. Ref QP1

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Finance	Inadequate record keeping	L	The Council has Financial Regulations which set out this procedure. Clerk to regularly copy council files and data to portable storage device. Council will have access to device/devices as required.	Procedures to be reviewed annually. Ref QP1
Finance	VAT not claimed	L	The Council has Financial Regulations which set out this procedure.	Procedures to be reviewed annually. Ref QP1
Grants and support	Authorisation of Council to award	L	Grant requests are initially assessed by the Finance Committee. Any recommendations are tabled before a full council meeting for discussion and hopefully ratification.	Existing procedures and practices are deemed as adequate. Ref QP1
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out this procedure.	Existing procedures and practices are deemed as adequate. Ref QP2
Bank and Banking	Inadequate checks, mistakes, loss & charges	L	Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Review the Financial Regulations annually and bank signatory list as appropriate (AGM). Clerk to monitor the bank statements monthly. Ref QP2
Payroll	Payroll incorrect over/under	L	HPC has only one employee (Clerk) whos salary is agreed at an annual Budget Meeting. The monthly payments are regularly reviewed against a Paid to date and forecast report.	Existing procedures and practices are deemed as adequate. Ref QP2

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Subject	Risk	L/M/H	Mitigating Controls	Actions
Insurance	Incorrect or inadequate cover	L/M	This is reviewed annually and assessed for both fit for purpose and cost. At this time consideration is also give to parish asset appreciation/depreciation.	Existing procedures and practices are deemed as adequate. Ref QP2
Contracted Services	Poor Workmanship or failure to provide contracted service.	L/M	Contractors work is informally monitored by Clerk and councillors.	Any concerns such as work not meeting expectations to be raised as soon as practicable so corrective action can be taken. Ref QP2
Personnel	Loss of key personnel Clerk/Councillors	L/M	In short term remaining council members to share duties and responsibilities to ensure council still functions. Contact GAPTC for any available temporary/Locum cover.	Existing procedures and practices are deemed as adequate. Ref QP2
Personnel	Clerk developing RSI/eye strain	L	Clerk to complete HSE Display Screen Equipment and Workstation Checklist	To be completed annually of whenever workstation is move about/rearranged. Ref QP2
Parish Assets:- Bus Shelters located at Berkeley Heath Berkeley Vale Park Newtown Wanswell	Construction falling into disrepair either by neglect or wilful/accidental damage. Harm being caused to individuals.	L/M	The Bus Shelters are of varying construction using both traditional and modern materials. These are formally inspected annually but are also regularly viewed by passing councillors. Any defects/safety concerns that could cause any harm to be report to the Clerk immediately. The shelters are have routine maintenance and/or window clearing program where applicable.	Annual Safety inspection to be completed. Existing procedures and practices are deemed as adequate. Ref QP3
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Parish Assets:- Wooden Benches located at Berkeley Heath Wanswell Slimbridge Lane	Benches falling into disrepair either by neglect or wilful/accidental damage. Harm being caused to individuals.	L/M	These are formally inspected annually but are also regularly viewed by passing councillors. Any defects/safety concerns that could cause any harm to be report to the Clerk immediately. The benches also have routine maintenance program.	Annual Safety inspection to be completed. Existing procedures and practices are deemed as adequate. Ref QP3
Parish Assets:- Notice Boards located at Berkeley Heath Berkeley Vale Park Newtown Wanswell Breadstone Halmore	Notice Boards falling into disrepair either by neglect or wilful/accidental damage. Harm being caused to individuals.	L/M	These are formally inspected annually but are also regularly viewed by passing councillors. Any defects/safety concerns that could cause any harm to be report to the Clerk immediately.	Annual Safety inspection to be completed. Existing procedures and practices are deemed as adequate. Ref QP3
Parish Assets:- Flower Planters located at Breadstone Wanswell Berkeley Vale Park Halmore	Planters falling into disrepair either by neglect or wilful/accidental damage. Harm being caused to individuals.	L/M	These are formally inspected annually but are also regularly viewed by passing councillors. Any defects/safety concerns that could cause any harm to be report to the Clerk immediately. The planters also have routine planting/maintenance program.	Annual Safety inspection to be completed. Existing procedures and practices are deemed as adequate. Ref QP3
Parish Assets:- Litter and Dog waste Bins located at Halmore Wanswell Newtown (2 off)	Bins falling into disrepair either by neglect or wilful/accidental damage. Harm being caused to individuals.	L/M	These bins are routinely emptied and formally inspected annually but are also regularly viewed by passing councillors. Any defects/safety concerns that could cause any harm to be report to the Clerk immediately.	Annual Safety inspection to be completed. Existing procedures and practices are deemed as adequate. Ref QP3