SHEPTON BEAUCHAMP PARISH COUNCIL RISK ASSESSMENT

Date adopted by Council: 18/05/2020

Date reviewed: 20/01/2025

Date for next review: July 2025

This 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.

The following process was followed:

1. Identify the risk to be reviewed
2. Identify what the risk may be
3. Rate the risk using the risk matrix below
4. Evaluate the management and control of the risk and record all findings

LIKELIHOOD	IMPACT			
	Insignificant 1	Minor 2	Moderate 3	Major 4
Almost certain 5	5	10	15	20
Likely 4	4	8	12	16
Possible 3	3	6	9	12
Unlikely 2	2	4	6	8
Rare 1	1	2	3	4

0 - 5 = Low Risk
6 - 10 = Moderate Risk
11 - 20 = High Risk

FINANCE AND MANAGEMENT				
Subject	**Risk (s) identified**	**H/M/L**	**Management/control of risk**	**Review / Assess / Revise**
Business Continuity	Risk of Council not being able to continue its business due to unexpected or tragic circumstances	L	All files are kept with the Clerk/RFO. The Clerk/RFO makes monthly back-ups to a memory stick. Locum clerks may be employed through SLCC.	Ensure memory stick is kept at separate premises
Councillors	Losing Councillor membership or having more than 6 vacancies at any one time.	L	There must be 3 councillors to remain quorate. When a vacancy arises, there is a legal process to follow. This either leads to a by-election or a co-option process.	
Precept	Risk of precept being insufficient to cover Parish Council expenses Risk of precept request not being submitted and amount not received from Somerset Council	L L	At the January meeting where precept is discussed the council receives a budget update report from the Clerk/RFO, including actual position and projected position to the end of the year, with estimated figures for the next financial year and recommendations on the precept required. The Clerk/RFO responds to request for precept information from Somerset Council and informs the council when monies are received.	
Income	Loss of other income	L	The only income apart from the precept is minimal – allotment and football club rents and recovery of VAT from the previous financial year.	
Financial records	Inadequate records Financial irregularities	L	The Council has Financial Regulations that set out the requirements, which are reviewed annually.	
Bank and Banking	Risk of payments being incorrect Bank mistakes Loss of authorised signatories	L L L	The Council has Financial Regulations that set out the requirements. The council banks online and each payment needs to be authorised by two councillors. Two signatories are required to sign cheques and initial the cheque stub and relevant invoice to confirm the details are the same. The Clerk/RFO reconciles the bank accounts once a month when the statements arrive. Any error would be dealt with immediately by informing the bank. There are five councillors who can authorise on line and sign cheques. Replacements can be added fairly quickly.	

Subject	Risk (s) identified	H/M/L	Management/control of risk	Review / Assess / Revise
Cash / Loss	Loss through theft or dishonesty	L	Cash and cheques are banked as soon as possible. Currently no cash is received, but if it were to be, then receipts would be issued. There is no petty cash or float.	
Litigation	Potential risk of legal action being taken against the council	M	Public Liability Insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against.	
Grants payable	Authorisation of council to pay	L	All such expenditure is approved at a council meeting and minuted. It is listed in the accounts if a payment is made using S137 (currently the council has the General Power of Competence and so section 137 is not used).	
Best value	Work awarded incorrectly	L	As per Financial Regulations normal practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken. For major contract services, formal competitive tenders would be sought.	
Accountability	Overspend on services	M	If a problem is encountered the Clerk/RFO would research the problem and report to the Council.	
Reporting	Information communication	L	A budget monitoring statement is produced quarterly and presented at a council meeting. There is an Agenda item at each council meeting for a report from the Clerk /RFO.	
Salaries	Salary paid incorrectly Wrong hours paid Wrong rate paid Wrong deductions of NI/Tax Unpaid NI/Tax to Inland Revenue	L L L L L	The Parish Council authorises the appointment of all employees. Salary rates are assessed annually by the Council and applied on 1st April each year. The hours on the timesheet for the Clerk//RFO are approved by the Staffing Committee. Salary analysis slips are produced by the external payroll provider on a monthly basis together with a schedule of payments to the Inland Revenue (for Tax and NI). These are inspected at the council meetings and signed off. The Clerk/RFO has a contract of employment and a job description. Salary is paid monthly in arrears and the salary payment is approved at a council meeting. Any expenses are authorised at the council meeting.	
Employer's Annual Return	Paying and accounting for NI and Tax paid on salaries	L	Any NI/Tax is paid to the Inland Revenue on a monthly basis by the Clerk/RFO. The Employer's Annual Return is completed by the external payroll provider, sent to the Clerk/RFO for approval and then submitted to the Inland Revenue within the prescribed time frame by the external payroll provider.	

Subject	Risk (s) identified	H/M/L	Management/control of risk	Review / Assess / Revise
VAT	Re-claiming	L	The Council has Financial regulations that set out the requirements	
Members Interest	Conflict of interest Register of member's interests	M M	The declaration of interests by a council member is a standing item on the Agenda. And councillors have a duty to declare an interest. A book (register) is held by the Clerk/RFO and brought to every council meeting for completion by any councillor declaring an interest.	
Audit – Internal Audit	Completion within time limits	L	The internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the external auditor.	
Annual Return (AGAR)	Completion/submission within time limits	L	Annual Return is completed and signed by the council, submitted to the internal auditor for completion and signing, then checked and sent to the external auditor within time limits	
General Data Protection Regulations	Policy Provision	L	The Council is registered with the Information Commissioners Office (ICO). Annual renewal is by direct debit. The Council has an Information Data Protection Policy in place	Policy to be reviewed on an annual basis
Freedom of Information Act	Policy	M	The Council has a publication scheme in place	
Council records – both paper and electronic	Loss through: Theft Fire Computer corruption	 L M L	The Parish Council's electronic records are stored on the Parish computer which is password protected. Back-ups of the files are taken on a monthly basis. The current paper records are stored at the home of the Clerk/RFO. Historic records are stored securely at South West Heritage Trust.	Consider back-ups on a fortnightly basis
Election costs	Risks of an election cost	M	Risk is higher in an election year. The District Council could charge the Parish Council for a proportion of the costs. There is little that can be done to minimise the risk.	An amount to be set aside in the budget
ASSETS				
Subject	**Risk (s) identified**	**H/M/L**	**Management/control of risk**	**Review / Assess / Revise**
War Memorial	Risk of damage	L	The War Memorial is on the asset register for a minimal cost and is covered by insurance	
Fives Wall	Risk of damage	L	The Fives Wall is located within a residential property boundary. Insurance held by the Council with Zurich.	
Defibrillators	Risk of damage	L	Insurance held by the Council with Zurich.	

HP Pavilion laptop	Risk of theft	L	The laptop is kept with the Parish Clerk/RFO and insured with Zurich.	
Speed Indicator Device (SID)	Risk of damage Health & Safety	L L	The SID is located high on the pole and not easily accessible to damage it. It is also covered by our insurance. The SID is moved to its different location by the Ranger who is qualified to chapter 8 of the Traffic Sign manual signing, lighting & guarding requirements	
Mobile phone	Risk of theft	L	The mobile phone is kept with the Parish Clerk/RFO at her home. There is a code to access the phone. It is on a pay as you go contract and a maximum credit of £20 is held.	
Allotments – Water Bowsers	There is a tap at the bottom and the water could be used for drinking The bowser is surrounded by a frame which children could climb on Trip hazards	M M M	There is a notice on the bowser to inform people that it is not drinking water There is a notice on the bowser saying that children are not allowed to climb on the frame Keep communal areas clear of materials and debris	Check the notice bi-monthly Check the notice bi-monthly
Recreation Ground	Risk of fallen trees, trip hazards	L	Regular informal inspections carried out.	Register with Land Registry
Recreation Ground play equipment	Risk of damage or deterioration	M	Documented monthly checks carried out and also an annual inspection by a RPII company. Weekly visual checks are carried out.	
Recreation Ground MUGA	Risk of damage or deterioration	M	Documented monthly checks carried out and also an annual inspection by a RPII company.	
Recreation Ground Pavilion	Risk of damage or theft Risk of escape of water	L	Insurance is in place to cover accidental damage, theft, storm or flood, escape of water, falling trees or branches and subsidence	Weekly visual checks to be carried out

LIABILITY				
Subject	**Risk (s) identified**	**H/M/L**	**Management/control of risk**	**Review / Assess / Revise**
Public Liability	Damage to third party property or individuals	M	Insurance is in place. Risk assessments carried out to comply with Insurance	Ensure Risk Assessments are carried out for Events
Minutes / Agendas / Notices / Statutory documents	Accuracy and legality Business Conduct	L L	Minutes and Agenda are produced in the prescribed method by the Clerk/RFO and adhere to legal requirements. Minutes are approved and signed at the following council meeting. Minutes and Agenda are displayed on the village notice board and the website in the timescale according to legal requirements. Business conducted at council meetings is managed by the Chair.	
Insurance	Adequacy Cost Compliance	L L L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and employee liability insurance is a necessity and must be paid for.	
Employer Liability	Non-compliance with employment law	L	Undertake adequate training. Insurance is in place. Staffing Committee in place and members are required to attend the SALC course ‘The Council as an Employer: 10 Rules for Success’.	
Legal Powers	Illegal activity of payments Working parties taking decisions	L M	All activity and payments made within the powers of the Parish Council are resolved and clearly minuted. Ensure working parties are established with clear terms of reference	
Legal Liability	Legality of activities Proper and timely reporting via minutes Proper document control	M L M	Clerk/RFO to clarify legal position on proposals and seek advice from SALC if necessary. Council always receives and approves minutes at monthly meetings A Retention of Document Policy is in place	