

Weston-In-Gordano Parish Council Risk Assessment Schedule

INSURANCE

Risk Description	Measures Taken	Recommendations/Controls
Damage to third party property or individuals Risk to third party as a consequence of providing a service	Public Liability Insurance & Property Owner's Insurance Ongoing maintenance to seats, bins and fencing etc., Village Orderly RoSPA and defibrillator supplier trained Agreed delegated expenditure to Clerk (RFO) to commission emergency equipment repairs	Annual check on level of cover in place Clerk (RFO) Logged system of complaints received and action taken Play equipment and defibrillators checked by VO on a weekly basis and faults reported to Clerk (RFO) and suppliers
Protection of Council properties furniture and equipment	Property Damage Insurance All Risks Insurance Up to date Asset Register Regular Maintenance of equipment / Annual PAT Testing of electrical small appliance	Annual check on insurance values Clerk (RFO) Asset Register (Year end) Use of professional technician, use of reputable insurance provider, and testing carried out annually by qualified technician
Insolvency of insurance company	Use of one of the largest companies providing specialist cover for Local Councils	Free legal service and advice from National Association of Local Councils and Avon Local Councils Association
Loss through theft or dishonesty	Fidelity Guarantee in contracts of employment	Thorough vetting process of job applicants, references taken up and annual staff reviews
Personal Accident to Members and Officers Assault to Officers	Personal Accident cover Including Assault cover Employer's Liability cover Libel Slander cover	Annual check on level of cover in place Clerk (RFO) Diagram & instructions given re safety procedures re use of supplied equipment

AREAS OF SELF MANAGED RISK

Risk Description	Measures Taken	Recommendations/Controls
Damage to and safety of seats, bins and fencing etc.,	Regular maintenance to be undertaken	Councillors requested to keep a check on PC owned equipment and to report any problems to Clerk (RFO). Reports from members of the public
Unwanted visitors entering building during meetings. Disturbance by member of public in a Council meeting		Procedures in place to deal with this in the Council's Standing Orders.
Security of officers working alone in buildings Security of officers locking up building after meetings	Inform other occupants of building Officers to be accompanied when leaving the building and locking up after meetings	Chairman to ensure that officers are not left alone to exit building after meetings.
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as an item on the agenda as a prompt to members (at every meeting).	Internal audit check Registers of Interest kept by the Clerk and uploaded to the Council website Ensure all Councillors are aware of Code, and need to complete Registers. NB – This is the responsibility of individual Councillors.
Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and approval of pending expenditure Records kept in accordance with Accounts and Audit Regulations	Financial regulations adopted and reviewed annually Detailed specification for soliciting an Annual Internal Auditor ⁱ Annual External Audit Officer training

Risk Description	Measures Taken	Recommendations/Controls
Ensuring all requirements met under employment law and Inland Revenue regulations Fair pay for staff Unfair dismissal claims	Regular returns to Inland Revenue; contracts of employment for all staff, systems of updating records for any changes in relevant legislation Salaries set in accordance with NALC / SLCC recommended scales Grievance and Appeals procedure	Councillors made aware of their responsibly as Employers Annual Staff Appraisals are undertaken, recorded and agreed Ensure that any training opportunities on Audit, tax, VAT are taken up Grievance and Appeals procedure in place
Failure of Computer system • Hardware • Software	Virus protection Clerk (RFO) authorised for emergency replacement	Regular updates of virus protection Regular computer backups are made on external hard drive and online. Some backups stored on and off premises. Provision reviewed annually by Clerk (RFO) and insured
Banking Arrangements	Regular bank reconciliations All payments in line with Financial Regulations	Regular monitoring reports to Council. Annual Internal and External Audit
Loss of Income, or the need to provide essential services	Reserve in the budget	Level agreed as part of annual budget process
Ensuring all requirements are met under Customs and Excise regulations (VAT)	Regular returns to HMRC	Take up training opportunities in VAT and other taxation issues as available Reading literature to keep up to date
Ensuring adequacy of annual precept and control	Approval of budget by full Council and regular budget monitoring statements	Regular budget monitoring
Risk Description	Measures Taken	Recommendations/Controls
Ensuring all business activities are within legal powers applicable to local council	Councillor and staff training	Provide adequate training budget Internal audit / External audit

Complying with restrictions on borrowing	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) Guidance from National Association of Local Councils and ALCA
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Identification of items paid under Section 137 and reported in the minutes and as a separate column in the Annual Accounts	NALC annual notification of permitted level of expenditure Annual Internal Audit / External Audit
Meeting timetables as laid down when responding to consultation invitations, including commenting on planning applications	Consultation documents presented to next appropriate Committee/Council meeting to formulate response	Action so agreed minuted
Breach of Confidentiality	Procedures for dealing with confidential data Passwords on computer systems	PC registered under Data Protection Act Appropriate Standing Order Item on each agenda considered for taking in private session with resolution to exclude the public
Proper, timely and accurate reporting of Council business in minutes	Minutes properly numbered with a master copy kept in safekeeping Draft minutes published on website Minutes circulated and published on website	Minutes approved and signed at next meeting of Council Internal Audit check Computer backup

Risk Description	Measures Taken	Recommendations/Controls
Failure to respond to electors wishing to exercise their rights of inspection Supporting papers	Minutes placed on the website for public inspection Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations Freedom of Information Publication Scheme	Notice of Appointment confirmation signed and returned to Auditors
Document control – correspondence, postage, storage and filing, etc	Correspondence date receipted Original deed documents stored with Solicitor Filing systems maintained in metal cabinets.	Documents backed up on-line, and on an external hard drive. The production and storage of physical documents is restricted as far as possible. Storage of old and/or important documents to be monitored

POTENTIAL FOR WORKING WITH PARTNERS TO REDUCE RISK

Risk Description	Measures Taken	Recommendations/Controls
Land	Appropriate legal agreements Signing of Lease/Agreement	Professional risk assessors to oversee the Council's health & safety arrangements and offer advice on improvements.
Changes to legislation and procedures	Provide effective training for Staff and Councillors	Provide adequate budget for staff and Councillor training by NALC / SLCC
Supplies and Services provided to the Council	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations Ensure Contractors have adequate insurance and public liability cover	Contracts approved by Committee ratified by Council Copy of insurance certificate supplied before award of contract Remind contractors re Health and Safety implications

Business Continuity

Risk Description	Measures Taken	Recommendations/Controls
Council not being able to continue business due to tragic or unexpected circumstance	Files kept at clerk's house. If the clerk does not attend a meeting relevant papers will be available to a councillor who acts as minute taker	Review and construct plan of approach depending on scenario
Loss of records through theft, Fire and Damage	Papers are securely stored at clerk's home or locked cabinet in Village Hall	Provision of fire proof bag for home storage Review fire protection capability at Village Hall
Loss of electronic records	Cloud based storage used for primary source material vs hardcopy Backups taken to SSD and Clerk's laptop periodically	Review frequency of backups Test backup annually
Unexpected costs associated with election	Election fund to be maintained annually in reserve	Review election contingency fund annually to ensure value is appropriate vs current predicted costs
Vexatious Behaviour - Costly defence against vexatious behaviour; e.g. vexatious complaints to the external auditor	A contingency provision within the provisions element of the Council's accounts will ensure that such un-budgeted sums can be paid.	This will need annual review to assess the the risk versus the ability to fund payments.

Loss of control over computer access, operations or records	Key computer records are encrypted, held on the cloud, on the internet, on secure off-computer duplicates and also recorded on an off computer back up system. Back up copies and access codes are in place with the Chair of the Council to ensure off site access in the event of any catastrophic emergency	This risk will need to be constantly assessed in the context of changing cyber risk norms.
Anything that disables the Clerk from accessing or communicating access information to Council records	As with cyber security, a system of depositing regular update duplicate files with the Chair must be rigorously adhered - with access passwords as needed - to ensure that they can be reconstituted.	Annual review and test-ing of system to ensure works seamlessly.
Continuity of website & email management and updating	Council should decide whether website management should sit with an independent provider OR continue being maintained "inhouse"	The Council, within its annual review, needs to be assured that it is with the best provider, on their optimal service level for purpose and that the staff and Councillors have a well rehearsed understanding of access and management responsibilities.

PARISH WORKS RISK ASSESSMENT - WESTON-IN-GORDANO PARISH COUNCIL

Parish works surrounding the B3124, Hill Lane, Cadbury Lane, Down Road, Middle Hill Common, the coastal path and parish footpaths etc

Subject	Risk Identified	High / Medium / Low	Management / Control of Risk	Review / Assess / Revise
Highway Verges, signs, bollards, triangles, lay byes and bus stops	Risk of injury to both public and contractors if sensible precautions are not put in place.	M	Workers are expected to carry out work in a manner that proves safe for both the public and their employees. They must use appropriate protective equipment and the correct tools for the job in hand. Spot checks will ensure that work is completed to the Council's expectations and the work site left in a good condition. Roundup is the only chemical approved for use in open spaces.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Parish Council Assets Noticeboard, Streetlight, Green etc	Risk of injury (eg splinters, minor cuts), trip hazard	L	Assets are checked regularly by contractor or Clerk and cleaned/repaired as needed.	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.
Contractors Work as contracted throughout the Parish	Risk of injury to both public and contractors if sensible precautions are not put in place.	L	Where the Council employs contractors to carry out work the work, timetabling and cost will be agreed in advance. All contractors must have Public Liability Insurance to a value of at least £5million. They are expected to carry out work in a manner that proves safe for both the public and their employees. They must use appropriate protective equipment and the correct tools for the job in hand. Spot checks will ensure that work is completed to the Council's expectations and the work site left in	Procedures in place deemed adequate, but kept under ongoing review as the work posing the risk is undertaken. This risk assessment is reviewed annually at the February or March PC meeting.

			a good condition. Roundup is the only chemical approved for use in open spaces.	

The above schedule was adopted by Weston-In-Gordano Parish Council on ____/____/ 2025

Internal Audit specification will include;

- Review of internal controls in place and their documentation
- Review of minutes to ensure legal powers in place recorded and correctly applied
- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc.,
- Review and testing of arrangements to prevent and detect fraud and corruption
- Review and testing of specific controls, reporting findings to Council