

Yarkhill Parish Council Risk Register—2023

The greatest risk facing a Parish Council is not being able to deliver the services to the community and expected of the Parish Council.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council will take all necessary steps to reduce or eliminate the risks in so far as practically possible. This document has been produced to enable the Parish Council to assess the risks that it may face and satisfy itself that it has taken adequate steps to minimise them.

SUBJECT	RISK/S IDENTIFIED	H/M/L	MANAGEMENT / CONTROL OF RISK	REVIEW / ASSESS / REVISE
Business Continuity	Council unable to continue due to unforeseen circumstances	L	Council has Chair & Vice Chair to ensure continuity. Files appropriately backed up and available. In the event of indisposition of the Clerk, the Chair/Vice Chair will contact HALC for advice.	Existing procedures considered adequate
FINANCIAL & MANAGEMENT				
Precept	Adequacy of precept to allow the Parish Council to carry out its statutory duties	M	To determine the precept amount required the Parish Council receives budget updates twice a year. At the precept meeting the council receives a budget, including actual and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Parish Council maps out the money required for standing costs and other expenditure for the following year and applies specific figures to the budget headings, the total of which is resolved to be the precept amount to be requested from Herefordshire Council. The precept amount required is submitted by the Clerk on the form provided.	Existing procedure adequate
Financial Records	Inadequate Records Financial Irregularities	L	The Parish Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review annually or when necessary
Bank & Banking	Bank mistakes	L	The Parish Council has Financial Regulations which set out banking requirements.	Existing procedure adequate.
Reporting and Auditing	Information communication	L	Financial Information is discussed and reviewed as required.	Existing procedures adequate.
Grants	Non receipt of Grant or reduction in Grant	M	The Parish Council has procedures in place to adapt to the reduction of withdrawal of funding.	Existing procedures adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	The Parish Council has financial regulations which set out requirements, limits and procedures for both regular payments and capital items,	Existing procedures adequate.
Salaries and associated costs (NI & IT)	Salary paid incorrectly. Unpaid tax to IR	L L	The Parish Council has financial regulations which set out requirements and procedures. External Payroll Company.	Existing procedures adequate.
Employees	Fraud by staff	L	Requirements of Insurance adhered to with regards to Fraud. Internet banking not used. Two Parish Councillor signatures on all cheques issued. Cheques issued only following approval at Parish Council Meeting.	Existing procedures adequate.

VAT	Reclaiming	L	The Parish Council has Financial Regulations which set out the requirements.	Existing procedures adequate.
Annual Return	Submit within time limit. Display in Parish domain.	L L	Annual Return is completed and submitted to the Parish Council within the prescribed time frame by the Clerk. Return is submitted to Internal Auditor for completion, signed by the Chairman and RFO and relevant paperwork submitted to External Government Appointed Auditor within the time frame. Forms and supporting paperwork displayed on Website and on Notice Boards for the appropriate time.	Existing procedures adequate.
Minutes/Agendas/Notices/Statutory Documents	Accuracy & Legality	L	Minutes & Agendas produced in the prescribed manner by the Clerk and and adhere to legal requirements. Draft minutes sent to Parish Councillors to check for accuracy. Minutes approved and signed at the next Parish Council Meeting. Agenda displayed in accordance with legal requirements. Business conducted at Parish Council Meetings should be managed by the Chair.	Existing procedures adequate. Members adhere to the Code of Conduct.
Members Interests	Conflict of Interest Register of Members interests	L M	Declarations of Interest by members at Parish Council Meetings Register of members interest forms reviewed annually or sooner if deemed necessary. Clerk requests declaration of interest in election years.	Existing procedures adequate. Members take responsibility to up date Register.
Insurance	Adequacy Cost Compliance	L L L	An annual review is undertaken prior to renewal. Third party liability is a necessity and within policies. Ensure compliance.	Existing procedures adequate.
Data Protection	Policy provision	L	The Parish Council is registered with the ICO. Ensure renewal.	Existing procedures adequate.
Freedom of Information	Policy Provision	L	The Parish Council will react as necessary to requests. The Parish Council must be aware that if a substantial request was made it could generate additional hours or work. The Parish Clerk maintains a record of requests.	Monitor any requests made under FOI
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage. Risk/damage to third party property.	L	Annual review of Insurance scheme at renewal.	Existing procedures adequate.
Injury	Injury to employee, member or third party.	L	Adequate liability cover held.	Existing procedures adequate.
Notice Boards	Risk of damage/vandalism	L	The Parish Council has four notice boards. Any damage, however caused to be reported to the Parish Clerk and dealt with accordingly.	Existing procedures adequate.
Meeting Location	Adequacy Health & Safety.	L L	Parish Council Meetings are held in the Village Hall and is considered to have appropriate facilities for the Clerk, the members and the general public.	Existing procedures adequate.

Council Records (paper)	Loss through: Theft Fire damage	L L	Current Parish Council records are stored at the home of the Parish Clerk. Historical records are stored at the home of the Parish Clerk and the Herefordshire Archive Records Office.	Damage (apart from Fire) is unlikely and so current procedure is considered adequate.
Council Records (electronic)	Loss through: Fire, theft, damage or corruption of computer.	L M	Parish Council electronic records are held on a dedicated laptop held by the Clerk at her home. Records are backed up at regular intervals. Minutes, agendas, financial forms are uploaded to the website. The website is maintained from another computer.	Existing procedures adequate.
Website	Out of Date Hacked	L L	The Parish Clerk ensures the website is updated following Parish Meetings. Information relevant to the Parish is posted to the website. The site is maintained and hosted by the husband of the Parish Clerk.	Existing procedures adequate.
Newsletter	Inadequate circulation	L	The Parish Clerk regularly checks circulation numbers and increases where appropriate. The Newsletter is distributed electronically and hard copies are made available at the Church and the Village Hall. The Newsletter is also published on the website	Existing procedures adequate.