

New Frankley in Birmingham Parish Council Risk Assessment

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, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable New Frankley in Birmingham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(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	L	To determine the precept amount required, the Council regularly receives budget update information quarterly. During the budget fixing process the Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the RFO. With this information the Council approves the required monies for standing costs and projects for the following year and applies specific figures to budget headings, from which the precept is calculated. The precept is the amount to be requested from Birmingham City Council. The figure is submitted by the RFO in writing. The Precept is received in two tranches (April and October) the receipt of which is checked by the RFO.	Existing procedure adequate.
Financial Records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial Regulations when necessary
	Financial irregularities	L	Internal and External Audit	
Bank and banking	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements.	Existing procedure adequate
	Bank's mistakes Loss Charges	L	The RFO undertakes a monthly reconciliation of the Council's financial assets and the bank statement which is signed off by the Chair. Any error between the figures would be reported to the bank.	Existing procedure adequate

	Reconciliation	L	A reconciliation between the monthly bank statement and the Council's financial reserves is made monthly and signed off by the Chair	Existing procedure adequate
Reporting and auditing	Information communication	L	A monitoring statement showing payments and expenditure and budget update is produced quarterly for Members' information.	Existing procedures adequate.
Direct Costs	Goods not supplied but billed Incorrect invoicing	L	The Council has Financial Regulations which set out requirements to check the invoice amount against the goods received.	Existing procedure adequate
		L	At each Council meeting the Council approves the schedule of requests for payments. Additionally, the RFO submits a schedule of payments made between meetings in accordance with Financial regulations	Review the Financial Regulations when necessary
		L	The Parish Council does not supply goods, services or works which require invoices to be produced.	
	Cheque incorrect	L	Two authorised signatories are required for cheques and the counterfoil initialled; two authorised signatories required for BAC's payment together with a record of the payment signed by the two signatories	As per Financial Regulations
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly; further, if a payment is made for S137 powers of expenditure amount is listed separately in the accounts.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought.	Existing procedure adequate. Include when reviewing Financial regulations.
		M	If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	

Salaries and assoc. costs	Salary paid incorrectly.	L	Normal practice would be to correct incorrect salary payment at the next payment. Errors are unlikely to occur because of the use of HMRC's Real Time software for salaries.	Existing procedure adequate
	Unpaid Tax to Inland Revenue.	L	Outstanding Tax and National Insurance paid quarterly by the RFO to HMRC in accordance with the amounts calculated by the HMRC Real Time software	Existing procedure adequate
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate.
	Health and safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles.	Monitor health and safety requirements and insurance annually
	Actions undertaken	L	Clerk/RFO should be provided with relevant training, reference books, access to assistance and legal advice.	Purchase relevant books – Membership of WALC
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out requirements. Section 33 VAT reclaimed annually.	Existing procedures adequate
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted within the prescribed time frame by the Clerk/RFO.	Existing procedures adequate.
		L	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used.	Existing procedures adequate

Minutes/agenda/ Notices/ Statutory Documents`	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.	Existing procedures adequate. Members required to adhere to the provisions of the Council's Code of Conduct.
		L	Minutes are approved and signed at the next Council meeting.	
		L	Agenda displayed according to legal requirements.	
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair	
	Standing Orders and Financial Regulations	L	Standing Orders and Financial Regulations reviewed annually. The 2016 version of the update Standing Orders are in the process of	
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
	Register of Member's disclosable pecuniary interests	M	Registers of Members interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements.	Existing procedure adequate. Insurance reviewed annually.
	Cost	L	Employers and Employee liabilities a necessity and within policies.	
	Compliance	L	Ensure compliance measures are in place.	
	Fidelity Guarantee	M	Fidelity checks in place.	
Freedom of Information	Policy Provision	L	The Council has a Model Publication scheme in place. To date there has been no requests under FOI.	Monitor any requests made under FOI
		M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours.	

PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party(ies) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All 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.	Existing procedures adequate
Notice Boards	Risk of damage	L	The Parish Council currently has two notice boards. Regular inspections undertaken and any reports of damage or 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 & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Council Officers, members and the general public.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	M L	The Parish Council records are stored in a secure container at the rear of the Parish Office. Records include historical correspondence, minutes, insurance, bank records.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M L	The Parish Council’s electronic records are stored on the Council Computer (pass word protected) located in the Parish Office. Backups of electronic data are made at regular intervals.	Existing procedures considered adequate

Adopted 21st March 2016 at the Full Council Meeting