

ST WENN PARISH COUNCIL RISK ASSESSMENT REGISTER

RISK NO	SUBJECT	DATE RAISED	REVIEW DATE
F1	Physical Assets	"	"
F2	Physical Assets	"	"
F3	Physical Assets	"	"
F4	Loss of Cash	"	"
F5	Legal Liability	"	"
F6	Security & Maintenance	"	"
F7	Agency Services	"	"
F8	Banking	"	"
F9	Furniture and amenities	"	"
F10	Cemeteries N/A	"	"
F11	Professional Services	"	"
F12	Financial Records	"	"
F13	Legal Powers	"	"
F14	Employment/Inland Revenue	"	"
F15	VAT	"	"
F16	Budgeting Arrangements	"	"
F17	Recording Council Business	"	"
F18	Rights of Inspection	"	"
F19	Consultations	"	"
F20	Quality Status/ potential	"	"
F21	Proper document control	"	"
F22	Register of Interests	"	"

ST WENN PARISH COUNCIL RISK ASSESSMENT

F1

Nature of Risk or Subject of Assessment	Loss of or damage to physical assets – buildings, furniture, equipment
Person(s) Groups at Risk	The Council
Hazard/Harm Potential	Loss of income Inability to continue to deliver expected activities or services
Existing Measures or Other Factors to Decrease Risks	Insurance – managed by Came & Co reviewed annually by Council each November. Maintenance –carried out by contractor. All outdoor furniture and play equipment is checked regularly. Up to date Asset Register. Register of reported defects maintained as required.

Additional Controls Required	
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Signed.....Name In Capitals.....

Position.....Date.....

Review Date.....

FORM RAF1

ST WENN PARISH COUNCIL RISK ASSESSMENT

F2

Nature of Risk or Subject of Assessment	Damage to third party property or individuals as a consequence of Council providing services or amenities (free car park) to public
Person(s) Groups at Risk	Third party property and individuals
Hazard/Harm Potential	Personal Injury/property damage
Existing Measures or Other Factors to Decrease Risk	Public Liability insurance – reviewed annually with service provider Regular visual checks carried out by maintenance contractor– repairs carried out by suitably qualified contractors. Register of reported defects maintained as required

Additional Controls Required	
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Position.....Date.....

Review Date.....

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ST WENN PARISH COUNCIL RISK ASSESSMENT

F3

Nature of Risk or Subject of Assessment	Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party
Person(s) Groups at Risk	General Public and Council
Hazard/Harm Potential	Loss of income from amenity/car park. N/A
Existing Measures or Other Factors to Decrease Risks	Loss of use of amenity by third party damage covered by insurance. Loss of income covered by insurance. Insurance reviewed annually in October each year. Periodic review of insurance provider (every five years)

Additional Controls Required	
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Position.....Date.....

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FORM RAF1

ST WENN PARISH COUNCIL RISK ASSESSMENT

F4

Nature of Risk or Subject of Assessment	Loss of cash through theft or dishonesty
Person(s) Groups at Risk	The Council
Hazard/Harm Potential	Loss of income resulting in disruption of amenities to the public
Existing Measures or Other Factors to Decrease Risks	Cash income is nil. The Parish Council has insurance cover for loss of cash through theft or dishonesty

Additional Controls Required	
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Position.....Date.....

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FORM RAF1

ST WENN PARISH COUNCIL RISK ASSESSMENT

F5

Nature of Risk or Subject of Assessment	Legal liability as a consequence of asset ownership
Person(s) Groups at Risk	General public, councillors, employees
Hazard/Harm Potential	Risk of personal injury or damage to third party property
Existing Measures or other Factors to Decrease Risks	Public liability cover – reviewed annually (10 Million)

Additional Controls Required	
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Position.....Date.....

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ST WENN PARISH COUNCIL RISK ASSESSMENT

F6

Nature of Risk or Subject of Assessment	Security and maintenance of vulnerable buildings, amenities (car park) or equipment
Person(s) Groups at Risk	Employee
Hazard/Harm Potential	Theft or vandalism by third party
Existing Measures or Other Factors to Decrease Risks	All computers password protected, office locked when not in use.

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F7

Nature of Risk or Subject of Assessment	Provision of services being carried out under agency agreements – footpath maintenance – Cornwall County Council.
Person(s) Groups at Risk	General public/employees/council
Hazard/Harm Potential	Maintenance carried out as required by partnership agreement. Physical injury to employees or public
Existing Measures or Other Factors to Decrease Risks	Council carries public liability insurance for risk of personal injury. Contract reviewed annually Risk Assessment undertaken regularly Maintenance workforce certificated. Maintained at level adequate to ensure delivery of service

Additional Controls Required	
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FORM RAF1

ST WENN PARISH COUNCIL RISK ASSESSMENT

F8

Nature of Risk or Subject of Assessment	Banking arrangements, including borrowing or lending
Person(s) Groups at Risk	Council
Hazard/Harm Potential	Failure of bank to provide service
Existing Measures or Other Factors to Decrease Risks	The Council banks with Lloyds Bank. minimum in current is £5000. Bank review at regular intervals

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F9

Nature of Risk or Subject of Assessment	Ad hoc provision of amenities/facilities for events to local community groups
Person(s) Groups at Risk	Persons using the street furniture/wayside seats/play equipment.
Hazard/Harm Potential	Personal injury/Damage to Council Property
Existing Measures or Other Factors to Decrease Risks	Covered by Public Liability Insurance – amount of cover reviewed annually (Personal injury) Damage to property covered by Hiscox. (Came & Company Local Council Insurance.)

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F10

Nature of Risk or Subject of Assessment	
Persons(s) Groups at Risk	
Hazard/Harm Potential	
Existing Measures or Other Factors to Decrease Risks	

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ST WENN PARISH COUNCIL RISK ASSESSMENT

F11

Nature of Risk or Subject of Assessment	Failure to comply with Accounts and Audit Regulations – Professional Services
Persons(s) Groups at Risk	Council
Hazard/Harm Potential	Fraud and/or corruption
Existing Measures or Other Factors to Decrease Risks	The Council employs an Internal Auditor as required by law. Two members of Finance Committee carry out quarterly checks of all financial records. The Council has up-to-date Financial Regulations as required by law – reviewed as required. All transactions of the Council are approved and Minuted monthly. All cheques are signed by two members of Council. All transactions by cheque and each transaction is checked and authorised by the Chairman and at least one other councillor. The Council has fidelity insurance cover The Council does not employ any other professional service
Additional Controls Required	

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ST WENN PARISH COUNCIL RISK ASSESSMENT

F12

Nature of Risk or Subject of Assessment	Failure to keep proper financial records in accordance with statutory requirements
Persons(s) Groups at Risk	Council, Clerk
Hazard/Harm Potential	Fraud, Inability of Council to carry out its functions/services due to insufficient funds
Existing Measures or Other Factors to Decrease Risks	Approval of expenditure takes place at meetings and is recorded accordingly. Financial Regulations provide for the spending of funds by the Clerk in an emergency and for the payment of salaries and utility charges. Accounts scrutinised monthly – check sheet maintained. Regular returns are made to the Inland Revenue. All staff have contracts of employment VAT returns are completed regularly Quarterly accounts and expenditure against budget are monitored by the Finance committee quarterly. Financial statements are required with grant applications. The Council has no loans Proper Minutes are maintained and master copy is kept in a secure place

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F13

Nature of Risk or Subject of Assessment	Ensuring all business activities are within legal powers applicable to local councils
Person(s) Groups at Risk	Council, Clerk
Hazard/Harm Potential	Functions undertaken outside of the law
Existing Measures or Other Factors to Decrease Risks	All activities of the Council are Minuted. All expenditure, income and salaries are minuted monthly and approved by resolution Statutory legislation is recorded on minutes for functions allowed (Powers/Duties)

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F14

Nature of Risk or Subject of Assessment	Ensuring that all requirements are met under Employment Law and Inland Revenue Regulations
Persons(s) Groups at Risk	Council as employers, employees
Hazard/Harm Potential	Financial claims by employees against the Council. Action by Inland Revenue against Council
Existing Measures or Other Factors to Decrease Risks	All employees have contracts, job descriptions etc and signed confidentiality clause. Employees salaries are in accordance with the National Agreement on Pay & Conditions of Service. Employees are notified of changes in writing Salaries are calculated by Clerk and checked by the Council prior to payment being made. End of year P60's etc completed within the time scales laid down by Inland Revenue

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F15

Nature of Risk or Subject of Assessment	Ensuring all requirements are met under Customs and Excise regulations (especially VAT)
Person(s) Groups at Risk	Council, Clerk
Hazard/Harm Potential	Failure to comply with regulations
Existing Measures or Other Factors to Decrease Risks	Clerk is trained to be aware of VAT regulations and takes advice from NALC or internal auditor if required Council supply training if appropriate Changes in legislation are Minuted and correctly numbered and paginated Council members are advised through the Minutes of changes in legislation Council approves the purchase of books or documents required to keep up to date

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F16

Nature of Risk or Subject of Assessment	Ensuring the adequacy of the annual precept within sound budgeting arrangements
Person(s) Groups at Risk	Council, Clerk
Hazard/Harm Potential	Failure to have sound budgeting procedures may result in individual prosecution for mismanagement of public funds
Existing Measures or Other Factors to Decrease Risks	A budget is prepared by the Clerk and the Chairman of Finance on receipt of perceived amounts from committees as required, along with actual current expenditure against budget and forecast for remainder of current year. Includes reasoning for potential increase in expenditure Presented to Finance Committee for recommendation Approved at full Council before submission of precept to Cornwall Council.

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F17

Nature of Risk or Subject of Assessment	Proper, timely and accurate reporting of council business in the Minutes
Person(s) Groups at Risk	Council
Hazard/Harm Potential	Failure to monitor expenditure accurately Inaccurate budget forecasting Unauthorised expenditure
Existing Measures or Other Factors to Decrease Risks	Minutes are prepared monthly and received and adopted each month Total expenditure, income and salaries are shown in each set of minutes Any urgent expenditure as allowed in Financial Regulations is reported and minuted at the first available meeting

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F18

Nature of Risk or Subject of Assessment	Failure to respond to electors wishing to exercise their rights of inspection
Person(s) Groups at Risk	Clerk, Council
Hazard/Harm Potential	Failure to comply with Accounts and Audit Regulations resulting in prosecution
Existing Measures or Other Factors to Decrease Risks	Council are informed as soon as the request for Audit comes from the District Audit and this is minuted Papers are lodged with the Internal Auditor as required Notices are provided by District Audit and are posted as required by law – i.e. Notice to electors posted 14 days prior to the 20 working days not including Bank Holidays as required by law when electors may exercise their right of inspection

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F19

Nature of Risk or Subject of Assessment	Meeting the laid down timetables when responding to consultation invitation
Person(s) Groups at Risk	Council, Clerk
Hazard/Harm Potential	Failure to represent the electorate appropriately
Existing Measures or Other Factors to Decrease Risks	Council are notified at the first available meeting of the receipt of consultation documents and advised of the response date. This is Minuted. Response is made within the time limit, if appropriate. If necessary, working parties are set up to consider and draft responses. When appropriate, copies of consultation documents are kept on the Minute book and in a file maintained for that purpose.

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F20

Nature of Risk or Subject of Assessment	Meeting the requirements for Quality parish status
Person(s) Groups at Risk	Council
Hazard/Harm Potential	May not be eligible for all grant opportunities
Existing Measures or Other Factors to Decrease Risks	Council is aware of the opportunities available at the present time Council is not aware of any financial penalty for not being a Quality Parish Council will work towards Quality Status

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F21

Nature of Risk or Subject of Assessment	Proper document control
Person(s) Group at Risk	Council
Hazard/Harm Potential	Risk of loss of irreplaceable documents
Existing Measures or Other Factors to Decrease Risks	Minutes, payroll, banking, receipt books are all retained in a secure place. Regular back-up of payroll, accounts and other documents from the computer. Discs & USB Sticks are retained in a secure place.

Additional Controls Required	
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ST WENN PARISH COUNCIL RISK ASSESSMENT

F22

Nature of Risk or Subject of Assessment	Register of members' interests and gifts and hospitality in place, complete, accurate and up to date
Person(s) Groups at Risk	Councillors
Hazard/Harm Potential	Failure to comply with Code of Conduct
Existing Measures or Other Factors to Decrease Risks	Registers maintained as required Copies of Register of Interest Form kept in safe with originals sent to Cornwall Council Register available for public scrutiny

**This Risk Assessment adopted by Councillors of St Wenn Parish Council on 12th December 2017. Minute ref: 17.12.238
Risk Assessment Review: Minute reference: 25.09.2531.**

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