



## Brixton 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 Brixton 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) identified	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 receives a finance statement monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from South Hams District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review Financial Regulations when necessary
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements  Monthly reconciliation	Existing procedure adequate  Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) discussed/reviewed and approved at each meeting. Finance report is circulated for consideration prior to monthly meeting. An independent quarterly review is undertaken.	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council receives an Annual P3 Grant upon provision of a Survey and Financial Report.	Existing procedures adequate
Charges-rents receivable	Payment of rents	L	The Parish Council does not currently receive any rents	Procedure would be formed, if required
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 if a payment is made using S137 powers of expenditure.	Existing procedure adequate.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, three quotations for any substantial work to be undertaken (over £1000.00). For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to HMRC	L L	South Hams District Council is paid a sum annually to carry out payroll procedure for Brixton Parish Council. The Parish Clerk is the only employee. South Hams District Council provides monthly payslips and liaison with HMRC.	Existing procedure adequate. Include when reviewing Financial regulations.
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles Chair and Vice Chair of the Council to undertake Health & Safety Review of Clerk's Home Office	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out requirements.	Existing procedures adequate

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted within the prescribed time frame by the Clerk. Annual Return completed submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
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 under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality  Business conduct	L  L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate.  Members adhere to Code of Conduct

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members interest forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Compliance with Data Protection Act	L	The Parish Council adheres to the Data Protection Act and considers it regarding any information collected/used. Guidance is sought from South Hams District Council as appropriate.	Ensure up to date knowledge of Data Protection Act
Freedom of Information	Compliance with Freedom of Information	L M	The council has a Freedom of Information Act 2000 publication scheme. The Council can also take advice from South Hams District Council and the Monitoring Officer. To date there has been no request under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Council must consider this in the budget.	Monitor any requests made under FOI

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>
Business Continuity	Risk of Council not being able to continue its business due to unexpected circumstances	L	A business continuity plan is in place	Review plan when necessary and at least annually
Orders and invoices	Incorrect invoicing	L	The Council is provided with details of payments and receipts for the preceding month at every council meeting for consideration and approval	Review the Financial Regulations annually
Election costs	Financial risk to the council of an election	L	An earmarked financial reserve is held in the budget to cater for an election if this becomes necessary	Existing procedures adequate

#### **PHYSICAL EQUIPMENT OR AREAS**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>
Assets	Loss or damage Risk/damage to third party	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
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 Board	Risk of damage	L	No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Council. The Clerk and Council members regularly use the boards and any maintenance needed would be noted.	Existing procedures adequate
Street furniture	Risk / damage / injury to third parties	L	The Council is responsible for several pieces of street furniture around the parish.  All have insurance cover and are inspected regularly.	Existing procedures adequate

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Meeting locations	Adequacy Health & Safety	L	<p>The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The regular meeting place is Brixton Community Room. The adjoining Hall is available if a larger venue is required. If required an additional venue will be used to ensure safety of parishioners and councillors alike due to COVID 19</p> <p>Clerk will be mindful of vulnerable people attending the meetings and ensure that the room layout is fit for purpose</p>	<p>Existing procedures adequate</p> <p>Be mindful and adhere to any additional Government guidance</p>
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. Financial & other documents are stored in a lockable cabinet, some current documents are on accessible shelving.	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	The Parish Council electronic records are stored on the PC of the Clerk. Back ups of electronic data are made at regular intervals	Existing procedures considered adequate



## Liability

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Third Parties	Risk to third party, property or individuals	M	Public & Products Liability insurance in place Limit of indemnity £10m	Insurance cover to be reviewed annually  Risk assessments for individual events
All personnel including volunteers	Health & Safety matters	M	Public & Products Liability insurance in place Limit of indemnity £10m  Health & Safety policy in place  Risk assessments completed when required	Insurance cover to be reviewed annually  Existing procedures adequate

Adopted by Brixton Parish Council 25<sup>th</sup> April 2018

Reviewed by Brixton Parish Council 24<sup>th</sup> April 2019, 29<sup>th</sup> April 2020, 28<sup>th</sup> April 2021, 24<sup>th</sup> November 2021, 30<sup>th</sup> November 2022 & 29<sup>th</sup> November 2023

Kirstie Aldridge, Clerk to Brixton Parish Council