WHITEPARISH PARISH COUNCIL
RISK ASSESSMENT
Considered and reviewed by the Parish Council on 28.11.23. Reviewed annually.

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 Whiteparish Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

1. FINANCE AND ADMIN/MANAGEMENT				
Subject/item	**Risk(s) identified**	**Risk level H/M/L**	**Management/control of risk**	**Review/ Assess/ Revise**
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance.	L	All files and records are kept at the Clerk's home. Back-ups of the files are taken at regular intervals to an external hard drive. Chairman can contact WALC OR SLCC for advice in the event of a problem with business continuity.	Procedure adequate
Precept	Adequacy of precept. Requirements not submitted to Wiltshire Council. Amount not received from Wiltshire Council.	L L L	Council reviews precept requirement annually. Detailed budget process begins in autumn from which precept derived. Precept agreed by full Council and minuted. Approved precept figure is then submitted by the Clerk to Wiltshire Council by email, no later than January. The Clerk checks for receipt and reports it to the Council.	Procedure adequate
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out requirements. The Council has an internal auditor. External financial transactions require two signatories. Monthly reconciliation of bank statements. Half yearly 'in-house' checks. Annual audit.	Review annually. Procedure adequate.

Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/ Assess/ Revise
Bank and Banking	Inadequate checks Bank mistakes/loss/charges	M	The Council has Financial Regulations which set requirements for banking, cheques and reconciliation of accounts. External financial transactions require two signatories. Any 2 members of Council authorised to process online payments shall send email confirmation, including receipts from the bank, to the RFO and the invoices to be clearly marked with the date of the email confirmation and which members authorised. The bank accounts are reconciled immediately by the Clerk on receipt of statements each month and online using internet banking, so errors are found immediately and rectified. Internal audit also checks this.	Procedure adequate. Review signatories when necessary, especially after elections.
VAT	Compliance with HMRC (VAT) regulations	L	VAT is reclaimed, at the minimum, annually. Reviewed by internal auditor annually.	Procedure adequate.
Salaries and associated costs	Salary paid incorrectly. Wrong NI or PAYE deductions made.	M	Clerk provides 4 weekly salary analysis to the Council, including NI and PAYE. Contributions are paid 4 weekly by the Council. Council operates PAYE system for salary. The Clerk has a contract and job description.	Procedure adequate.
Annual return	Submit within time limits.	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	Procedure adequate
Data protection	Provision of policy	L	Council currently has a Data Protection Policy and is registered with the ICO.	Procedure adequate

2. ASSETS

Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess/ Revise
PC and printer	Cost of replacement. Repair costs	L	Make contingency in PC reserves for repair or replacement.	Procedure adequate.
Bus shelter	Impact damage Vandalism Cost of replacement	L	Dated insurance, including Public Liability Make contingency in PC reserves. Regular inspection. Report actions needed.	Procedure adequate.
Gate and fencing	Vandalism Repair costs Cost of replacement	L	Dated insurance, including Public Liability Make contingency in PC reserves. Regular inspection. Report actions needed.	Procedure adequate.
Land for potential cemetery	Vandalism Repair costs	L	Regular inspection. Report actions needed.	Procedure adequate.
Notice boards near the bus shelter	Impact damage Vandalism Repair costs Cost of replacement	L	Dated insurance, including Public Liability MMT boards purchased 2018. Regular inspection. Report actions needed.	Procedure adequate.
5 benches	Vandalism Impact damage Cost of replacement	L	Dated insurance, including Public Liability Make contingency in PC reserves. Regular inspection. Report actions needed.	Procedure adequate.

Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess/ Revise
Skatepark – concrete-formed	Vandalism	M	Dated insurance, including Public Liability Make contingency in PC reserves. Regular inspection. Report actions needed. Annual inspection carried out by Play Inspection.	Procedure adequate.
Steel bench, bin, and signage at skatepark	Cost of replacement Repair cost	M	Dated insurance, including Public Liability Make contingency in PC reserves. Regular inspection.	Procedure adequate.
Speed Indicator Device (shared ownership with Landford PC) Solar Panel (for use with SID)	Accidental damage Cost of replacement Repair cost	M	Dated insurance, including Public Liability Tri-weekly visual inspection by volunteer. Report actions needed. Hi-viz clothing worn when setting up and 2 volunteers present at each move.	Procedure adequate.

3. LIABILITY				
Subject/item	**Risk(s) identified**	**Risk level H/M/L**	**Management/control of risk**	**Review/ Assess/ Revise**
Contractors	Not insured or inadequately insured	M	Clarify with any subcontractor that they are insured and obtain copies of certificates and schedules.	Procedure adequate.
Public liability	Risk to third party, property or individuals, including volunteers (e.g. Speedwatch)	M	Insurance to be in place.	Review insurance annually.
Employer liability	Non compliance with employment law. Dishonesty.	L	Insurance to be in place. Undertake adequate training and seek advice from the Association of Local Councils.	Procedure adequate
Legal liability	Ensuring activities are within legal powers. Proper and timely reporting via minutes. Document control.	L L	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary. Minutes always received and approved at following meeting Financial and other documents retained as legally required. Minutes and accounts must be retained indefinitely, other documents for a lesser period.	Procedure adequate

4. COUNCILLORS PROPRIETY				
Members interests	Conflict of interests Register of interests	M M	Councillors have a duty to declare any interests at the start of every meeting and these are noted and minuted. Register of interests' form held by Wiltshire Council is completedby each new Councillor. Regularly reviewed and updated, as interests change.	Procedure adequate