

PADBURY PARISH COUNCIL - RISK MANAGEMENT – May 2024

L = Low M = Medium H = High

Area	Risk	Level	Control
Assets	Protection of Physical Assets	M	Assets insured. The asset register is reviewed annually by full council.
	Maintenance of equipment	M	Annual ROSPA inspection - all necessary repairs or replacements carried out. Other repairs as necessary.
Finance	Banking	M	Check interest rates and banking arrangements on an annual basis or more frequently as needed.
	Risk of loss of income	M	Insurance cover
	Loss of cash through theft or dishonesty	L	No petty cash. Small amount of cheques handled. All invoices and cheques signed by two councillors. Online payments to be made from February 2024 – all payments / invoices to be recorded at each Council meeting. Two councillors to check and sign all invoices. After approval, payments are initiated by the Responsible Financial Officer but can only be made on the authority of a councillor. Process to be reviewed every two years. Income and expenditure monitored by Council at each Council meeting.
	Financial Controls and records	M	Bank account reconciliation carried out each month by the Parish Clerk. Bank balances reported at each Council meeting. Bank reconciliations and bank statements to be signed off at every council meeting. Internal and External audits.
	Comply with Customs and Excise Regulations	L	Parish Clerk to reclaim VAT at least annually. Internal and External Audit (where necessary following Transparency Code) provide double check.
	Sound budgeting to underlie precept	M	Parish Clerk to monitor budget and report to members at each meeting. Council reviews/approves budget prior to setting the precept.
	Comply with borrowing restrictions	L	No borrowing at present
	Delay in receiving the precept when due	L	Reserves are maintained to at least 80% of the annual budgeted expenditure.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces regularly checked. Risk assessments carried out as needed.

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	Legal liability as a consequence of asset ownership	M	Insurance in place
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including employees organisation
	Comply with Inland Revenue Requirements	M	Regular advice from Inland Revenue. Salary reported using HMRC/RTI. Internal Auditor carries out annual checks.
Legal Liability	Ensuring activities are within legal powers	H	Parish Clerk clarifies the legal position on any new proposal. Legal advice to be sought where necessary
	Proper and timely reporting via the minutes	M	Parish Council meets 6 times per year with additional meetings as necessary. Minutes and all documents required by the Transparency Code are made available on the Council website
	Proper Document Control	M	Leases and legal documents to be kept safely at the Clerks address. Important documents held on memory stick and backed up on a regular basis. Other data stored to comply with the Data Protection Act and under the retention of documents requirements.
Councillors	Code of Conduct	H	All Councillors to act within the rules under the Code of Conduct which each member has signed up to.
	Register of Interest and Gifts and hospitality in place	H	Register of Interests completed. Councillors responsibility to ensure these are up to date. Gifts and Hospitality Register is available to Members
	Failure to retain or secure the necessary number of Members for a Council	L	Advertise for an election immediately when a vacancy exists. Co-opt Members where no election was held.
Councillor and Officer Continuing competence	Potential for Members and Officers to become out of date	M	Ensure where possible Proper Officer holds, or is working towards, the formal qualifications required in their contract (CiLCA). Encourage attendance on relevant courses and seminars offered for Proper Officer continuing professional development and provide full financial support for this purpose. Encourage attendance by Members on appropriate courses, seminars and workshops provided by: <ul style="list-style-type: none"> • BMKALC • Buckinghamshire Council

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			<p>All new Members to attend a Councillors Induction Course as soon as practicable after accepting Office. Encourage attendance at meetings where new policies and potential best practice are being discussed. These include:</p> <ul style="list-style-type: none"> • BMKALC Parishes Liaison Meeting • Buckingham Community Boards • NBPPC <p>Proper Officer to maintain a register of attendances on training courses, by member/officer.</p>
COSHH Control of Substances Hazardous to Health	Use of chemicals under the COSHH regulations	H	<p>COSHH Register adhered to if chemicals etc used. Risk Assessment carried out before use</p>
Display Screen Equipment Assessment	The Parish Clerk should ensure that his/her working environment fulfils the requirements of the Display Screen Equipment Regulations	H	<p>Checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen is at an acceptable height and the correct distance away from the user. Risk Assessment to be carried out</p>
Risk Assessments	Dangers unspotted when work being carried out	H	<p>Risk Assessment to be carried out for all work that is deemed necessary</p>
Personal Protective Equipment	Personal danger	M	<p>PPE should be considered as a last resort where all other introduced precautions cannot adequately control the hazard</p>
Independent Contractors	Liability when operating on Parish Property	H	<p>All contractors to carry liability insurance and to conduct risk assessments</p>
Pavilion	Injury/illness to users of the pavilion	L	<p>HSE approved health and safety checklist for village and community halls completed. Risk assessment and management plan completed. Health and safety policy statement produced. Appropriate signage and first aid kit provided.</p>
Pavilion	Fire damage to pavilion structure and fittings Injuries caused by fire to users of pavilion	L L	<p>Fire risk assessment carried out. Appropriate signage and fire-fighting equipment provided</p>

Adopted at 21st May 2024 Meeting