

Hepworth Parish Council

Risk Assessment

The risk assessment, as documented below, was confirmed by HPC on 16 May 2024.

| Financial and Management | | | | | |
|---------------------------------|------------------------|-----------------------------|---|---|--|
| Topic | Risk identified | Risk level H/M/L | Management of risk | Staff action | notes |
| 1. Precept | Not submitted | L | Budget planning is included on the agenda for November. At the meeting the Council receives a budget update report, including actual position and projected position to the end of the year and indicative figures or costings obtained by the Clerk. With this information, the Council maps out the monies required for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved by the precept amount to be requested. Budget minuted. RFO to follow up | Clerk - diary RFO to submit precept by January | Draft budget circulated to members for discussion at November meeting. Precept Application to be returned by 31 January |
| | Not paid by DC | L | Confirm receipt | Clerk/RFO to log receipt | |
| | Adequacy of precept | H | 6 monthly review of budget to actual | Clerk - diary | |

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| 1a. Other income | Cash handling | L | Cheques are most commonly used for payments, but where necessary, appropriate controls are in place for banking cash. | Annual review of documented controls | No cash is used, all payments settled by cheque (BACS maybe used in the future) |
| 1b. Other income | From Recreation Ground Committee | L | Annual peppercorn rent received from Hepworth Recreation Ground Committee for duration of the Lease 21 years at £0.25 per year to 2024. Invoice raised 31 Mar 17 for whole period of lease. | Clerk/RFO to log receipt | |
| 1c. Grants received | Claims procedure | M | Clerk/RFO check as required Grant applications considered at budget meeting in November | Clerk - diary | Grants include St Eds Locality Budget/SCC - Joanna Spicer |
| | Receipt of grant when due | M | Confirm receipt | Clerk/RFO to log receipt | |
| 1d. Investment income/interest | Receipt when due | L | Regular check of bank statements. Regular bank reconciliation. | Clerk/RFO. Member to verify reconciliation taking place. | |
| | Surplus funds | L | Review levels and investment policy annually (November) | Clerk - diary | |

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| 2. Salaries | Wrong salary/hours/rate paid | M | Annual review of salary approved and recorded in minutes. Annual check of hours and rate to contract and SALC guidance. Annual review takes place in November. | Clerk | Salary paid on spot point. Clerk JD and CofE agreed by Council |
| | Wrong deductions – NI and income tax | M | SALC Payroll provide service | Clerk | |
| 3. Direct costs and overhead expenses | Goods not supplied to Council | M | Follow up on all orders | Clerk | |
| | Invoice incorrectly calculated or recorded | L | Check arithmetic on invoices and perform bank reconciliation on a monthly basis | Clerk/RFO Monthly finance report to council | |
| | Cheque payable is excessive or to wrong party | M | Signatory initials stub and voucher | Clerk/RFO to check | |
| 4. Grants & support | No power to pay or no evidence of agreement of Council to pay | M | Minute Council agreement with the power used to authorize payment | Clerk Member verify | |
| | Conditions agreed | L | Agree and document any reasonable conditions | Clerk/RFO to check | |

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| | Budget available | M | Advertise grant availability in September ready for November budget meeting | Clerk-diary | |
| 5. Election cost | Invoice at agreed rate | L | Clerk/RFO check and consider budget | Clerk/RFO verify | |
| | Budget available | L | Elections amount included in reserves | Clerk-diary | |
| 6. VAT | VAT analysis | M | All items recorded in cash book lists/financial spreadsheets | Clerk/RFO to check | |
| | Charged on sales | M | Consider annually (November) | Clerk/RFO to check | |
| | Charged on purchases | M | Consider all items per cash book lists/financial spreadsheets All invoices requested in the name of Hepworth Parish Council | Clerk/RFO to check | |
| | Claimed within time limits | L | Conducted in April on an annual basis | Clerk/RFO to check | |
| 7. Reserves - general | Adequacy | L | Consider at budget setting meeting in November. | Clerk/RFO opinion | Budget planning Nov. Forward plan. |
| 8. Reserves - earmarked | Adequacy | L | Consider at budget setting meeting in November and carry out review of final accounts. | Clerk/RFO opinion | |
| | Unidentified earmarked or Contingent liability | L | Review minutes/constitutions | Clerk-diary | |

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| 9. Litigation | Potential risk of legal action being taken against the Council. | L | Public liability insurance covers personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against. | Insurance is adequate for requirements but there is still risk of other claims. | |
| | Risk or damage to third party property or individuals | M | Review adequacy of Public Liability Insurance | Diary | |
| 10. Staff | Loss of key personnel (Clerk) | L | Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate. The Parish Council records are stored online via OneDrive. Passwords available in case of stand in member needed. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, asset registers, salaries etc. are stored in the loft at the Pavilion. | RFO/member review | |
| | Fraud by staff | L | Fidelity Guarantee value appropriately set | Council to review annually | |

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| 11. Councillors | Losing Councillors or having more than six vacancies at any one time | L | <p>When a vacancy arises, there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The Co-option process includes an advert, acceptance of applications, consideration of candidates and co-option vote at a Council meeting then appointment.</p> <p>If there are more than six vacancies at any one time the Council becomes inquorate. The legal process of appointing members takes place.</p> | Existing procedures adequate | |
| 12. Legal powers | Illegal activity or payment | L | Complex payment authorisation in place with 2 people always involved. Educate Council as to their legal powers. New members to receive training. Check budget against powers All activity and payments within the powers of the Council to be resolved and minuted at full Council meetings. | Diary – review as appropriate | |
| 13. Financial records | Inadequate records | L | Clerk/RFO to report regularly and carry out internal audit checks. | Diary | |

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| 14. Minutes and agendas/ Notices and statutory documents | Accurate and legal Business conduct | L | Minutes and Agendas are produced by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and Agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair. | Diary | |
| 15. Members interests | Conflict of interest | M | Declarations of interest are documented/ minuted and any conflict addressed as appropriate. | Clerk to check | |
| 16. Reporting and auditing | Information communication Compliance | L M | A monitoring report is presented to the Council, discussed and approved at the meeting. It includes bank reconciliation, budget update and a breakdown of receipts and payments balanced against the bank. An Internal Auditor is appointed by the Council. The Annual Return is completed and signed by the Council and submitted within the time limit. | Clerk to present report at full meetings. Internal audit arranged through SALC. | Clerks report |

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| 17. Freedom of Information Act | Policy provision | L | The Council is aware of FOI Act procedure. | Ensure annual review of procedure. | |
| 18. Data Protection - General Data Protection Regulations | Policy provision | L | Data protection included in Standing Orders. Clerk is Data Protection Officer | Annual review of procedure | |
| 19. Assets | Loss or damage /damage to third parties | L | An annual review of assets is undertaken for insurance provision, storage and maintenance provision. Annual insurance review. | Clerk and members of Council Asset Register updated annually | |
| 20. Maintenance | Poor performance of assets or amenities/loss of income/risk to third parties | L | All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly by a third party. | Members of Council. Annually | |
| 21. Recreation ground | Damage to property/damage to third party | M | Maintenance carried out on a regular basis Public Liability insurance kept up to date Regular inspection of Recreation Ground | Recreation Ground is leased to the Recreation Ground Management Committee by the Parish Council. | Independent surveyor, monthly. This is organised by the Recreation Ground Management Committee. |

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| 22. Bus shelters 1 and 2 | Damage/injury to third parties/road side safety | L | The Parish Council is responsible for two bus shelters. Both have insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. | Existing procedure adequate | |
| 23. Street furniture | Damage/injury to third parties/road side safety | L | The Parish Council is responsible for street furniture as listed in the Asset Register. All have insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. | Existing procedure adequate Sign restored 2015 | |
| 24. Grit bin 1 - 7 | Damage/injury to third parties/road side safety | L | The Parish Council is responsible for seven grit bins. All have insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. | Existing procedure adequate | |

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| 25. 11 x meeting tables/60 x chairs/2 x metal cupboard. | Damage/injury to third parties | L | The Parish Council is responsible for eleven meeting tables, 60 chairs and two metal cupboards stored at the village hall. All have insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. | Existing procedure adequate. | |
| 26. Wood Lane interpretation panel | Damage/injury to third parties | L | The Parish Council is responsible for one interpretation panel and base. It has insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. | Existing procedure adequate. | |
| 27. Notice board | Damage/injury to third party/unable to display notices as per legal requirement | L | The Parish Council is responsible for one notice board. It has insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. Regularly checked by Clerk. Alternative means of displaying notices can be found. | Existing procedure adequate. | Installed Wood Lane |

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| 28. Laptop and speakers | Loss through damage/theft/fire/loss of information | L | The Parish Council is responsible for a laptop and speakers. The items are insured and stored in a locked cupboard at the village hall. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. Visual inspection carried out annually. | Existing procedure adequate Clerk - diary | Stored with Art Group, Village Hall |
| 29. Screen | Damage/theft/injury to third parties | L | The Parish Council is responsible for one screen stored in the village hall. The item is insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. | Existing procedure adequate. | Village Hall |
| 30. Projector and case | Damage/theft/injury to third parties | L | The Parish Council is responsible for one projector and case stored in a locked cupboard at the village hall. The item is insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. Visual inspection carried out annually. | Existing procedure adequate. Clerk - diary | Stored with Art Group, Village Hall |

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| 31. Speed gun | Damage/theft/injury to third parties | L | The Parish Council is responsible for one speed gun. The item is insured. The item is calibrated every 3 years, calibrated on purchase in February 2018. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. It is kept in an adequate locked store and used by trained members of the village speed watch team. | Existing procedure adequate | Stored with Speed Watch Coordinator |
| 32. 2 x warning signs – Speed Watch. 4 x warning signs – Flood (on loan from West Suffolk Council) | Damage/theft/injury to third parties/road side safety | L | The Parish Council is responsible for two speed watch warning signs. The items are insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. The item is kept in an adequate locked store and used by trained members of the village speed watch team. The Parish Council is responsible for the placement of four Flood Warning Signs. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. The signs are kept in adequate storage and put in place by a volunteer when conditions require. | Existing procedure adequate | Stored with Speed Watch Team |

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| 33. 10 x high vis jackets | Damage/theft/road side safety | L | The Parish Council is responsible for ten high visibility jackets. The items are insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. The items are kept in an adequate locked store and used by trained members of the village speed watch team. | Existing procedure adequate | Stored with Speed Watch Team |

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| 34. Laptop | Loss through damage/theft/fire/loss of information | L | The Parish Council is responsible for a laptop for sole use of the Parish Clerk. The item is insured and stored at the home address of the Parish Clerk. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. | Existing procedure adequate | Stored at Parish Clerk's home address |
| 35. M-SID Compact Radar Speed Sign, 2 x batteries & cable, 1 battery charger, 3 Lockable mounting kits | Damage/theft/fire/Data Protection/business continuity | L | The Parish Council is responsible for two M-SID Compact Radar Speed Signs, 4 x batteries & cables, 2 battery chargers, 6 lockable mounting kits. The items are insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. The item is displayed on poles along The Street and accessories are stored in adequate locked storage and used by trained members of the village speed watch team. | Existing procedure adequate | M-SID Compact Radar Speed Sign mounted on poles situated on The Street, Hepworth. Ancillary items stored at Clerks home. |
| 36. Council records - paper | Damage/theft/fire/Data Protection/business continuity | M | Recent Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, leases for land or property, | Damage (apart from fire) and theft is unlikely and therefore existing provision is adequate. | Current records stored at Clerks home. Archived records stored in loft at village hall. |

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| | | | records such as personnel, insurance, asset registers, salaries etc. are stored in the loft at the Pavilion. | | |
| 37. Council records - electronic | Damage/theft/fire/Data Protection/business continuity | M | The Parish Council electronic records are stored on One Drive. Clerk's computer is password protected. | Existing procedure adequate | |
| 38. Meeting Hall | Unable to access for meetings/prohibitive cost | L | The village hall is booked in advance on an annual basis. Changes to meeting dates are agreed in advance and bookings are altered accordingly. Alternative arrangements can be made for Extra-ordinary meetings where necessary. Costs of hire are agreed at the annual November budgeting meeting. | Clerk - diary | |