

St.Pinnock Parish Council Risk Management Plan

The management of risk is an important part of the Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the council hold. Risk assessment happens all the time, but once a year, the council brings the information together and collates it in a single document.

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

The St.Pinnock Parish Risk Assessment is summarised here:

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	<p>To determine the precept amount required, the Council regularly receives budget update information 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 Cornwall Council. The figure is submitted by the Clerk in writing.</p> <p>The Clerk informs the Parish Council when the monies are received.</p>	Existing procedure adequate.

Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the 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) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required
Charges-rents receivable	Payment of rents	L	The Parish Council collects rent for the field that it owns	Existing procedure adequate
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.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. 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 Inland Revenue.	L L	Financial Controls in place to pay Salary Financial Controls in place to pay Inland Revenue	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of the Insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate

Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. 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.	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	L	Minutes and agenda are produced in the prescribed manor 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.	Existing procedures adequate.
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
	Register of members interests	M	Register of member's interests forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy	L	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.
	Cost	L		
	Compliance	L		
	Fidelity Guarantee	M		
Data protection	Policy provision	L	The Parish Council is not registered with the Data Protection Agency	Ensure annual renewal of registration

Freedom of Information	Policy	L	The Council has a Model Publication scheme in place. To date there has only been one request under FOI.	Monitor any requests made under FOI
	Provision	M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	

PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
	Risk/damage to third party (i.e.) property	L		
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	The Parish Council currently has one notice board. 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 of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
	Health & Safety	M		

Council records – paper	Loss through: Theft Fire damage	L M L	The copies of the Parish Council paper records are stored at the home of the Chairman electronically. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored on a USB Memory stick.	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 Clerk’s computer Offsite Back-ups of electronic data is made at regular intervals	Existing procedures considered adequate

Risk	Level	Control
Protection of physical assets	M	Assets are insured, with the value increased annually. K6 Telephone kiosk at Trevelmond. Wooden benches at the War Memorial and Dew Pond sites. Play equipment in the playground adjacent to Highway
Security of buildings, equipment, etc.	H	The Parish Council does not own any buildings. Equipment (as above) is securely fixed and periodically inspected.
Maintenance of buildings, etc	M	Equipment is periodically inspected and maintained when necessary following these inspections.
Banking	M	Bank accounts are held with National Banks
Risk of consequential loss of income	L	Insurance cover. Computerised information backed up stored remotely
Loss of cash through theft or dishonesty	L	The Parish Council does not handle any cash transactions
Financial controls and records	M	Monthly reconciliation prepared by Clerk, signed by the Chairman. Two signatories on payments
Compliance with HMRC rules	M	VAT claims calculated by the Clerk.
Sound budgeting to underlie annual precept	M	Full Council receive detailed budgets in late autumn. Precept is derived directly from this. Expenditure against budget reported to every Council meeting
Complying with borrowing regulations	L	NALC Borrowing Checklist policy (St.Pinnock Parish Council as no current borrowings)
Risks to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Any reported injury is investigated and reviewed
Legal liability as a consequence of asset ownership (Open Spaces, War Memorial)	H	Insurance in place. Physical assets and open spaces checked by Councillors half yearly.

Compliance with employment law	M	Membership of CALC and Green Book ?
Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue, internal auditor carries out annual checks
Safety of Staff and Visitors	H	Regular H&S risk assessment checks of the Chapel Room at Connon Chapel.
Ensuring activities are within legal powers	M	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary. Clerk attend periodic training updates and receives CALC advisories
Proper and timely reporting via the minutes	M	Council meets once a month and receives or approves minutes of meetings held in interim. Minutes are publicly available on the Council's notice board and website
Proper document control	L	Leases and other legal documents are held in secure storage and duplicates held by the Chair in a different place.
Registers of interests and gifts and hospitality	L	Register of interests completed and available to view on Parish and County Council websites.
Loans made to outside bodies	M	The Parish Council's Policy applies - approved by full council. St.Pinnock Parish Council currently has not made any loans to outside bodies.

The Risk assessment was approved by Full Council on: **TBD**