



West Monkton Parish Council

Risk Assessment and Management

(Reviewed and Adopted May 2020)

Area	Risk	Level	Who / what	Measures to manage / control
Assets				
HP pavilions/Dell laptops plus mouse & mouse mat, filing cabinets	Theft / damage	Minor	WMPC	<ul style="list-style-type: none"> Insurance cover – within contents max cover, and listed on asset register Kept in PDH/domestic security/clerks Wi-Fi or securely kept at BACH Full back up provided for Dell laptop by supplier (QSS IT). Files saved to Cloud storage and onto memory sticks. Reserves in bank to replace if necessary Use of Kensington Locks on Parish Council devices to enhance security.
Seats and noticeboards other street furniture	Theft/damage (vandalism)	Moderate / high	WMPC	<ul style="list-style-type: none"> Insurance/public liability Regular repairs, inspection and maintenance Residents vigilance/PCSO (infrequent) Regular inspection by Clerks/Cllrs
Outdoor gym equipment/table tennis table play equipment in Parish is property of SWTC, Meadway, Acacia Gardens, Farriers Green, St Quintins	Damage to person or equipment/theft	Minor	WMPC	<ul style="list-style-type: none"> Regular safety and maintenance inspection carried out by Somerset West and Taunton Council (SWTC) (public liability) Outdoor gym inspection by users covered by WMPC insurance, regular ROSPA inspections by SWTC
Grit bins/litter bins/dog bins	Theft/damage (vandalism) Value of replacement bin in event of insurance claim very close to excess	Moderate / high	WMPC	<ul style="list-style-type: none"> Regular inspection by Clerks/Cllrs Grit bins fixed to ground where possible build replacement costs into budget rather than increase insurance excess.

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Other assets as listed in Asset register	Theft /loss/damage	Moderate	WMPC	<ul style="list-style-type: none"> Insurance/public liability Regular inspection by Clerks/Cllrs Repairs and maintenance as appropriate Vigilance by residents/PCSO/Lengthsman/BACH committee - for BACH contents
Finance				
Cash	Loss through theft or dishonesty	Minimal	WMPC	<ul style="list-style-type: none"> No payments made in cash No petty cash held Allotment rents & business list subscriptions may be received in cash or cheque/banked asap
Banking	Loss/theft/fraud/collapse of bank/ 85k guarantee	Minor	WMPC	<ul style="list-style-type: none"> Insurance policy has fidelity guarantee Cheques require two signatories High street banks used Use of debit card limited to Clerk/maximum amount per spend/reported monthly in statements Bank statements signed by Chairman Monthly bank reconciliation/quarterly detailed reconciliation inspected by Audit Working Party
Banking reserves	Loss/theft/fraud/collapse of bank/85k guarantee	Minor	WMPC	<ul style="list-style-type: none"> High street banks/building society/investment fund used up to maximum guaranteed refund (£85k)/regular bank reconciliations Try to keep balance at bank below £85k, not always practicable (large CIL monies)
Income	Consequential loss and under-collection	Minor	WMPC	<ul style="list-style-type: none"> Insurance cover reviewed annually Interest bearing accounts used to hold funds until required Failure to collect income streams (allotments/website subscribers/BACH hirers) BACH bookings and deposits regularly reviewed and reported to WMPC monthly and BACH Cttee quarterly.
Financial controls and records	Inaccuracies/ Misstatements	Minor	WMPC	<ul style="list-style-type: none"> Accounts presented monthly to PC for approval, detailed accounts presented to Audit Working Party quarterly Financial reporting BACH and WMPC/bank reconciliation/budget check every PC mtg/ Audit Working Party accounts open to inspection Check Declarations of Interest at every meeting
	Misuse of public funds/fraud	Minor	Clerk/Asst Clerk	
	Corruption	Minor	Councillors	

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				<ul style="list-style-type: none"> • Code of Conduct • Standing Orders and Financial Regulations adopted and reviewed annually • proper financial records kept • VAT regulations understood and applied • Internal Auditor reviews accounts annually • Clerks have CiLCA/PC declares GPoC annually
Sound budgeting to underlie precept	Precept insufficient to meet expenditure or adding to reserves unnecessarily	Minor	WMPC	<ul style="list-style-type: none"> • Budget presented for approval by PC in late autumn, based on itemised expenditure of previous year • Precept application (based on budget) made in Jan to comply with SWTC timescale • Income and Expenditure to date presented at every meeting for monitoring against budget
Liability				
Seats and noticeboards	Risks to third parties	Moderate	WMPC	<ul style="list-style-type: none"> • Regular repairs/maintenance • Public liability insurance • Regular inspection by Clerks, Councillors, Lengthsman
Play equipment and play areas (none owned by Parish Council)	n/a	n/a	SWTC	<ul style="list-style-type: none"> • (public liability insurance) • (regular grass and surface maintenance) • (annual ROSPA /other inspection)
Outdoor gym	Dangerous/unsafe conditions/theft/damage	Moderate	WMPC	<ul style="list-style-type: none"> • In ownership of WMPC : regular inspection by SWTC for ROSPA: maintenance by SWTC and Lengthsman reported by Clerk or Councillors
Litter	possibly hazardous	minor	TDBC	<ul style="list-style-type: none"> • Bus shelters cleaned by PC • Litter pickers at key locations by PC • Use of SWTC litter pickers for volunteers on occasions • Provision of litter bins/regular emptying
Streetlights	Non-functioning/crime deterrent	Minor	SCC	<ul style="list-style-type: none"> • In ownership and care of SCC • reported by Clerk or Councillors
Dog waste	Hazardous/environmental health	Minor	WMPC/SWTC	<ul style="list-style-type: none"> • Provision of dog bins by PC and cost met for emptying • Contract with SWTC for regular waste collection (all bins twice weekly/52 weeks per year) • Regular contact with Dog Warden/Environmental Health at SWTC

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Employer Liability				
Comply with employment law	Financial penalties	Minor	WMPC	<ul style="list-style-type: none"> Membership of SALC/SLCC Contract of employment for Clerk/Assistant Clerk
Comply with HM Revenue and Customs	Financial penalties	Minor	WMPC	<ul style="list-style-type: none"> Monthly real time reporting to HMRC using Basic Tools Internal and external auditor check
Health and Safety	Risk to Clerks (homeworking)	Minor	WMPC	<ul style="list-style-type: none"> Clerks apply COSSH guidelines
Auto-enrolment workplace pension	Financial penalties	Minor	WMPC	<ul style="list-style-type: none"> Tailored auto enrolment maintain system and ensure WMPC is compliant with legislation
Legal Liability				
Ensure activities are within legal powers	Actions are ultra vires	Major	WMPC Councillors Clerk/Asst Clerk	<ul style="list-style-type: none"> Standing Orders and Financial Regulations in place Clerk clarifies legal position on new proposals Legal advice sought from SLCC /SALC/SWTC
Proper and timely reporting via minutes		Moderate	WMPC Clerk/Asst Clerk	<ul style="list-style-type: none"> PC meets x12 per annum and approves minutes Minutes/notes taken at additional public meetings Annual Parish Meeting held and minuted Annual Report sent to residents via Village News and website Minutes available for inspection on website
Proper document control				<ul style="list-style-type: none"> Leases and legal documents held securely
Councillor Propriety				
Declaration of Pecuniary Interest	Corruption	Major	WMPC Councillors	<ul style="list-style-type: none"> DPI forms and Declaration Book available at every PC meeting Training given SWTC/SALC Code of Conduct issued to all Councillors Regular supply of information as issued
Gifts and hospitality	Corruption	Minor	WMPC Councillors	<ul style="list-style-type: none"> Code of Conduct issued to all Councillors

- In the event of any other activity taking place or organised by the Parish Council, the Risk will be assessed.
- In the event of categorisation becoming necessary, the criteria given in tables 1 and 2 below will be applied.

Table 1	Definitions of Likelihood
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Descriptor	Description
A- Almost certain	Likely to reoccur on many occasions/a persistent issue
B - Likely	Will probably re-occur, but not a persistent issue
C - Possible	May occur occasionally
D - Unlikely	Do not expect it to happen again but it is possible
E – Rare	Cannot predict it will ever happen again

Table 2	Definitions for consequences - guidelines only
1 - Catastrophic	Unexpected death, suicide, homicide, abduction, road traffic accident resulting in death, fire/explosion in which building becomes unusable etc
2 - Major	Possible permanent injury/ill health/damage/loss of function/serious breach of security, serious damage to property, medical device failure, serious assaults, attempted suicide etc
3 - Moderate	Possible semi-permanent injury/ill health/damage/loss of function/breaches of security, violence and aggression/high degree of self-harm, para-suicide etc
4 - Minor	Non-permanent injury, buildings left unsecured, self-harm, manual handling, slip/trip/fall with no severe damage
5 - None	No obvious injury or adverse outcome