

# SHUTE PARISH COUNCIL

## Risk Assessment

| <u>Subject</u>               | <u>Risk(s) Identified</u>                                                        | <u>Risk Score</u> | <u>Management / Control of Risk</u>                                                                                                                                                                                                                                                                   | <u>Review Date / Reassessment</u>                                     |
|------------------------------|----------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
|                              |                                                                                  | <u>H/M/L</u>      |                                                                                                                                                                                                                                                                                                       |                                                                       |
| Business Continuity          | Council unable to continue its business due to unexpected or tragic circumstance | M                 | Computer, all current files and recent records kept at Clerks home. In event of Clerk being indisposed Chair to contact DALC for details of locum Clerks or previous Clerks living in Shute. Information book held at Clerks home.                                                                    | Review when necessary                                                 |
| Meeting Location             | Adequate Health and Safety                                                       | L                 | Meetings held at Whitford Village Hall, Umborne Hall & St Michaels Church Shute. Key holders can be contacted if Clerk is indisposed. The premises and facilities are considered to be adequate for the clerk, councillors and any public who attend from a health, safety and comfort point of view. | Adequate risk control in place                                        |
| Council Records              | Loss through theft, fire or damage                                               | L                 | Council papers are held at the Clerks home on open shelves.                                                                                                                                                                                                                                           | Consider purchase of fire proof cupboard.                             |
| Council Records - Electronic | Loss through damage, fire, corruption of computer                                | L                 | The Parish Councils electronic records are stored on the councils computer. Backups to a standalone hard disk drive are done at intervals. Computer protected by security software. Minutes and accounts documents uploaded on website.                                                               | Make regular backups. Renew computer security software when required. |

| Precept                         | Adequacy of precept                            | M |                                                                                                                                                                                                                                                                                                                  |                                                                                         |
|---------------------------------|------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Insurance                       | Adequacy, cost, compliance, fidelity guarantee | L | Annual review of all insurance arrangements in place. Employers liability, public liability and fidelity guarantee (all statutory requirements) in place. Current levels as per schedule. Costs fixed for 3 year period. Reviewed annually.                                                                      | Existing procedure adequate.                                                            |
| Banking                         | Inadequate checks                              | L | The Council has Financial Regulations which set out the requirements for banking, cheques and the reconciliation of accounts. Accounts are annually reviewed by internal and external audit. Move to digital banking to be reviewed.                                                                             | Existing procedures adequate. Latest edition Financial Regulations model to be adopted. |
| Cash                            | Loss through theft or dishonesty               | L | The Council has no petty cash or float. Any cash transactions made by the Clerk are fully receipted and re-imbursed via expenses quarterly.                                                                                                                                                                      | Existing procedures adequate                                                            |
| Financial controls and records. | Inadequate checks                              | L | Two members signatures required per cheque. Clerk is not a signature. Cheques signed at open meeting. Invoice for goods / services available at meeting and initialled by cheque signatures. All payments approved and minuted. Annual internal and external audits. S137 payments recorded at time of approval. | Existing procedures adequate                                                            |
| Freedom of Information Act      | Policy provision                               | L | The Council has the model Publication Scheme for local councils in place. Requests will be dealt with in line with legislation on an ad hoc basis at a full meeting. The Council reserve the right to charge depending on the work required. Monitor and report to Council any impacts under FOI Act.            | Existing procedures adequate.                                                           |

|                  |                                                                 |        |                                                                                                                                                                                                                                                       |                                                                    |
|------------------|-----------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Clerk            | Loss of Clerk                                                   | M      | Allowance to be made for training requirements of any future Clerk including access to reference books, general assistance and legal advice. Adhere to requirements of fidelity insurance guarantee.                                                  | Include in budget /precept. Retain membership of DALC. Join SLCC ? |
| Election         | Fraud Actions                                                   | L<br>L |                                                                                                                                                                                                                                                       |                                                                    |
|                  | Risk of election cost                                           | M      | Risk is higher in election year. It is not possible to minimise the risk of a contested election. Allowance to be made for costs especially in election year.                                                                                         | Include in budget /precept.                                        |
| VAT              | Reclaiming                                                      | L      | The Councils Financial Regulations set out the requirements. VAT reclaims should be undertaken annually.                                                                                                                                              | Existing procedures adequate.                                      |
| Annual Return    | Not submitted within time limits.                               | L      | Annual return is completed and submitted with the relevant documents to the Internal Auditor. The internal audit report presented to the Council with the AGAR then agreed and signed and submitted to External Auditor before July 1 <sup>st</sup> . | Existing procedures adequate. Ensure meeting is held in June.      |
| <b>ASSETS</b>    |                                                                 |        |                                                                                                                                                                                                                                                       |                                                                    |
| Whitford Common  | Illegal Occupation/ parking Damage etc Risk to public / users   |        | See separate Risk Assessment                                                                                                                                                                                                                          | Existing procedures adequate                                       |
| Street Furniture | Damage / theft of items                                         | M      | Regular checks. Asset register to have increased detail. Insurance cover is at adequate level.                                                                                                                                                        | Regular checks by members. Improve detail on asset register.       |
| <b>LIABILITY</b> |                                                                 |        |                                                                                                                                                                                                                                                       |                                                                    |
| Legal Powers     | Illegal activity or payments, Working parties taking decisions. | L<br>M | All activity and payments made under the powers of the Parish Council are to be resolved and clearly minuted. No working parties exist within the Parish Council at the moment.                                                                       | Existing procedures adequate.                                      |

|                                       |                                                                    |        |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                    |
|---------------------------------------|--------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Agendas, Minutes, Statutory Documents | Accuracy and legality. Non compliance with statutory requirements. | L<br>L | Agendas and minutes are produced in the prescribed methods and adhere to legal requirements. Agendas and minutes are displayed according to legal requirements. Minutes are approved and signed at the next full meeting. Business conducted at council meetings is managed by the Chair. Adequate training to be provided. Adhere to model Standing Orders (2022) | Existing procedures adequate. Members to adhere to Code of Conduct. Adopt most recent model Standing Orders (2025) |
| Public Liability                      | Risk to third party – property or individuals                      | L      | Adequate insurance is in place. Risk assessments of any individual events to be undertaken when required. Separate Risk Assessment for Whitford Common.                                                                                                                                                                                                            | Existing procedures adequate.                                                                                      |
| Employer Liability                    | Non compliance with employment law.                                | L      | Undertake adequate training and seek advice from DALC or EDDC if necessary.                                                                                                                                                                                                                                                                                        | Existing procedures adequate.                                                                                      |
| Legal liability                       | Legality of activities. Proper and timely reporting via Minutes.   | M      | Clerk to clarify legal position on proposals and seek advice if necessary. Council always receives and approves minutes at full meetings.                                                                                                                                                                                                                          | Existing procedures adequate.                                                                                      |
| <b>COUNCILLORS PROPRIETY</b>          |                                                                    |        |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                    |
| Members Interests                     | Conflict of interest, Register of Members Interests                | M<br>L | Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interests reviewed on an annual basis.                                                                                                                                                                                                                            | Existing procedures adequate. Members take responsibility to update their RoMI.                                    |

Signed.....

Dated.....13-08-2025.....

Next review date ..... 2026

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10/8/2025

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