

Pauntley Parish Council Risk Assessment – May 2023

Re-adopted 7 May 2024

Re-adopted 12th May 2025

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

| FINANCIAL AND MANAGEMENT | | | | |
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| 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 | To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting the 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 Forest of Dean District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received. | 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 |

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| | | | | regulations annually or when necessary |
| Bank and banking | Inadequate checks Banks mistakes | L L | The Council has Financial Regulations which set out banking requirements | 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 | The Council has Financial Regulations which set out requirements and procedures for receiving grants | Existing procedures 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, minuting and is listed accordingly if a payment is made. | Existing procedure adequate. |
| Best value accountability | Work awarded Incorrectly. Overspend on services. | L M | The Council has Financial Regulations which set out requirements and procedures for both regular revenue payments and capital items. | Existing procedure adequate. Include when reviewing Financial regulations. |
| Salaries and assoc. costs | Salary paid incorrectly. Unpaid Tax to Inland Revenue. | L L | The Council has Financial Regulations which set out requirements and procedures. All salary payments approved by quarterly meeting. Payroll Company used to minimize risk. | Existing procedure adequate. |
| Employees | Fraud by staff Health and safety | L L | Requirements of 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 |

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| VAT | Reclaiming/Charging | L | The Council has Financial Regulations which set out the requirements | Existing procedures adequate |
| Annual Return | Submit within time limits | L | Annual Return is completed and submitted to the Council within the prescribed time frame by the Clerk. Return is submitted to the internal auditor for completion, signed by the Council and sent to the External Auditor, if appropriate, within the 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. | Existing procedures adequate – see Financial risk assessment. |
| Minutes/agendas/ Notices – Statutory Documents | Accuracy and legality | L | Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed in accordance with legal requirements. Business conducted at Council meetings should be managed by the Chair. | Existing procedures adequate Members adhere to the Code of Conduct. |
| Members Interests | Conflict of Interests Register of Members Interests | L M | Declarations of Interest by members at Council meetings Register of members interest forms reviewed annually or sooner if necessary. | Existing procedures adequate. Members take responsibility to update register. |
| Insurance | Adequacy Cost Compliance | L L L | An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities are a necessity and within policies. Ensure compliance measures are in place. | Existing procedures adequate. Insurance reviewed annually |
| Data Protection | Policy provision | L | The Parish Council is registered with the ICO | Ensure annual renewal of registration. |

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| Freedom of Information | Policy Provision | L | The Council will react as necessary to requests. The PC is aware that if a substantial request came in it could generate a number of additional hours work. The PC can request a fee to supplement the extra hours. The Clerk maintains a Publication Scheme. | Monitor any requests made under FOI |
| PHYSICAL EQUIPMENT OR AREAS | | | | |
| Assets | Loss or Damage Risk/damage to third party property | L | An annual review of assets is undertaken for insurance provision. See Asset Register and Risk Schedule | Existing procedures are adequate |
| Injury | Injury to employee, member or third party | M | All assets and equipment are insured against and adequate liability is held to cover injury. | Existing procedures adequate. |
| 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 in accordance with the correct procedures of the Parish Council. Assets are insured. | Existing procedures adequate. |
| Notice Boards | Risk of damage | L | The Parish Council currently has 4 notice boards. No formal inspection procedures are in place but any damage and faults are reported to the Parish Council and dealt with accordingly. | Existing procedures adequate. |
| Meeting Locations | Adequacy Health and Safety | L M | The Parish Council meetings are held in a venue considered to have appropriate facilities for the Clerk, members and general public. | Existing procedures adequate. |
| Council Records – paper | Loss through: Theft Fire Damage | L L L | The current Parish Council records are stored at the home of the Clerk. Historical records are stored in the home of the Clerk and the Gloucestershire Archives Heritage Hub. | Damage (apart from fire) and theft is considered unlikely and so provision is |

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| | | | | adequate. |
| Council records: Electronic | Loss through: Theft, fire damage or corruption of computer | L M | The Parish Council electronic records are stored on the Council laptop held with the Clerk at her home. Back ups are made at regular intervals. All minutes; agendas; financial papers and policies are also uploaded to the website. | Existing procedures considered adequate. |
| Website | Out of Date Hacked by Third Party | M L | Clerk ensures content is updated following each meeting. The site is maintained by a reputable local web service. | Existing procedures considered adequate. |
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