

Escrick Parish Council Risk Assessment

Purpose of Document

This document has been produced to enable the council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimize them. The following table was used:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate level of risk
- Review, assess and revise control procedures if necessary.

H = High Risk M= Medium Risk L= Low Risk

Subject	Risk(s) identified	H/M/L	Management and control of Risk	Review/Assess/Revise
Precept	Adequacy of Precept	H	Sound budgeting underlies the Annual Precept. The Precept is set in the December / January meeting. Throughout the year the council receives budget updates.	Existing procedure adequate
Financial Records	Inaccurate records	L	Process contained in Financial Regulations and reviewed annually.	Existing procedure adequate
	Financial Irregularities	L	Process contained in Financial Regulations and reviewed annually.	Existing procedure adequate
Reporting and Auditing	Information Communication	L	Process contained in Financial Regulations and reviewed annually.	Existing procedure adequate
Clerk	Fraud	L	Parish council review expenditure at each meeting. Cheques signed and counter signed. Training and legal advice available. No cash available.	Existing procedure adequate
	Loss of clerk	M	Monitoring of workload and training to ensure the clerk is undertaking work relevant to her pay and hours in consultation with the chair. YLCA membership.	Review regularly to see if adequate
Insurance	Adequacy Cost	L L	Annual review undertaken prior to renewal of insurance To ensure best value and cover to cover fidelity guarantee, Public Liability and Employers liability. Compliance with policy terms.	Existing procedure adequate

Subject	Risk(s) identified	H/M/L	Management and control of Risk	Review/Assess/Revise
Freedom of Information Act	Policy	M	The council has adopted the model publication scheme.	Monitor and report and impact of requests made under FOI Act. Take steps to minimise of necessary.
	Provision	M	Requests can incur additional hours of work which may affect the clerk's salary and precept.	
Asset Management	Inadequate provision made through insurance	L	Ensure Asset list up to date.	Adequate procedure
	Inadequate review and maintenance of equipment.	L	Item is delegated to EPFA who undertake regular safety checks and inform the parish council	Adequate procedure
Grass cutting	Contractors stop work	L	Timeliness of payment of invoices. Good communication	Adequate procedure.
Street lighting	Insurance	L	Adequate insurance in place	Adequate procedure
	Maintenance	M	Lighting columns have been replaced where necessary and LED bulbs utilised. Maintenance issues addressed when known. Maintained by NYCC.	Adequate procedure
Council records- paper	Loss of them	L	Parish council records are stored at the clerks home.	Damage is considered unlikely so risk adequate
Council records - electronic	Loss of them	L	The councils computer is at the clerks home: electronic files backed up to cloud.	Adequate provision.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the parish council to be resolved and minuted at parish council meetings.	Existing procedure adequate
Members Interests	Register of Interests	L	Members have a responsibility to update their record of interests.	Existing procedures adequate
	Conflict of Interest	L	Members have a duty to declare any interest at the start of the meeting.	Existing procedure adequate
Administration of council	Accuracy and legality	L	Minutes and agendas are produced by the clerk by prescribed method and adhere to legal requirements.	Existing procedure adequate

Subject	Risk(s) identified	H/M/L	Management and control of Risk	Review/Assess/Revise
including minutes, agendas and statutory documents			Minutes are approved at the following meeting. Minutes and agendas are displayed according to legal requirements. See standing orders	
Annual Return	Submit within time	L	Annual return is approved by the Council and signed by the Chairman, submitted to the Internal Auditor for completion and signing and sent to External auditor within the time limit.	Existing procedure adequate
Election costs	Risk of election cost	L	There are no measures that can be in place to mitigate this risk. A contingency fund can be built up to meet the costs.	This issue needs to be assessed in conjunction with the budget.
Health & Safety	Personal Injury	L	Safety risk assessments carried out at regular intervals. Insurance.	Existing procedure adequate.

Updated at Finance and Admin Committee meeting date 6th January 2020.

Approved at a meeting of the Parish Council held on 5th October 2020, Minute No 20187.

Signed: R Rowson, Chairman, Escrick Parish Council

Date: 5th October 2020