

## HENNOCK PARISH COUNCIL

### General and Financial Risk Assessment “RISK MANAGEMENT”

The following risk assessment has been undertaken in accordance with the Council’s legal responsibility and Financial Regulations.

AREA	RISK	LEVEL	CONTROL
Finance	Banking and Financial Control	Low	<ul style="list-style-type: none"> <li>• All payments made by online bank transfer by the Clerk except for payment of website, email provider, mobile phone and pension payments to NEST which are paid by direct debit.</li> <li>• Payments (previously made by cheque) made by online bank transfer from April 2020.</li> <li>• The Clerk makes the online payments on the Wednesday following the Parish Council meeting where the schedule of payments has been agreed.</li> <li>• The Chairperson &amp; Vice-Chairman also have full access to online banking enabling them to make online payments, if required.</li> <li>• To mitigate the risks of unidentified errors or fraud, the Chairperson checks the bank account by the Friday (following the Wednesday when payments will have been made) against the schedule of payments agreed by the Council on the Tuesday and confirms in an email to the Clerk/RFO that the payments have been made in line with the payment schedule. This email is filed on the Finance Folder with the schedule of payments and is available for checking at the quarterly finance check and the annual audit. This provides an adequate system of internal control designed to detect fraud &amp; corruption.</li> <li>• The Clerk is the Primary Contact for NEST and has full delegate access but pension contribution schedules are completed and submitted online on NEST by Chris Jebb of Hawthorns Accounting Services (who is a full access delegate for NEST &amp; provides the Parish Council’s payroll services). The Chairman also has full delegate access.</li> <li>• All payments are recorded in the minutes and “cashbook”.</li> <li>• Internal checking by an independent member of the public with finance experience.</li> <li>• Monthly reconciliation by Clerk/RFO.</li> <li>• Monthly financial reconciliation reports to Council.</li> </ul>

			<ul style="list-style-type: none"> <li>• Encourage income payments by cheque or direct payment in to Parish Council's bank account.</li> <li>• Adequate Fidelity Guarantee insurance cover is in place.</li> </ul>
Liability	Risk to third party, property or individual.	Medium	<ul style="list-style-type: none"> <li>• Insurance in place.</li> <li>• Public land and equipment inspected regularly.</li> <li>• Trees inspected as required by Tree Warden</li> <li>• Organisers of events held on Council property to which the public can attend are to indemnify the Council against claims for loss, injury and damage.</li> <li>• A minimum of £5m public liability insurance is recommended.</li> </ul>
	Legal liability as a consequence of asset ownership.	Medium/High	<ul style="list-style-type: none"> <li>• Insurance in place.</li> <li>• Weekly H&amp;S inspections of play equipment and play parks.</li> <li>• Annual inspection by specialists.</li> <li>• Records of inspections kept.</li> </ul>
	Risk associated with employment of contractors	Medium/High	<ul style="list-style-type: none"> <li>• Contractors engaged on Council property should comply with their own H&amp;S Policy and have adequate public liability insurance cover.</li> </ul>

AREA	RISK	LEVEL	CONTROL
Employers Liability	Comply with employment law	Low	Membership of NALC, DALC & SLCC for information.
	Comply with Inland Revenue requirements	Low	<ul style="list-style-type: none"> <li>• Payroll service provided by Hawthorns Accounting Services Ltd which includes Real Time Information Reporting to HM Revenue &amp; Customs.</li> <li>• Internal and external audits.</li> </ul>
	Salary and wages.	Low	<ul style="list-style-type: none"> <li>• Paid by online banking – refer above under Finance risk.</li> <li>• A record of all payments is maintained.</li> </ul>
	Safety of cleaning and maintenance personnel.	Medium	<ul style="list-style-type: none"> <li>• The main risk is associated with cleaning and litter picking.</li> <li>• Protective gloves and litter picking tools have been provided to appropriate personnel.</li> </ul>
Legal Liability	Ensuring activities are within legal powers.	Low	<ul style="list-style-type: none"> <li>• Clerk clarifies legal position on new proposals.</li> <li>• Legal advice sought if necessary.</li> <li>• Receives &amp; acts upon updates from DALC and SLCC.</li> </ul>

			<ul style="list-style-type: none"> <li>Data to be processed in line with the Parish Council's General Data Protection Regulation [GDPR] Policy and compliance with GDPR legislation.</li> </ul>
	Proper and timely reporting via Minutes.	Low	<ul style="list-style-type: none"> <li>Council meets monthly and receives/approves minutes of previous meeting. Agendas and minutes are displayed on notice boards. Agendas &amp; minutes made available to the public on website and on request.</li> </ul>
Councillor propriety.	Register of interests and gifts and hospitality	Low	<ul style="list-style-type: none"> <li>Register of interests completed. All Councillors have received a copy of the Standing Orders, Financial Regulations and the Code of Conduct. Individual gifts or hospitality worth more than an estimated value of £50 which councillors have received by virtue of their office must be notified to the Monitoring Officer and included in the Register of Interests Form.</li> </ul>
Website & Facebook	Compliance with legislation	Low	<ul style="list-style-type: none"> <li>No confidential information is placed on the Facebook pages or website.</li> <li>Information on the sites is intentionally open to the public providing transparency and openness on the work of the Parish Council.</li> <li>The website includes Privacy Notices, the GDPR Policy and the Website Privacy Policy.</li> <li>A Website Accessibility Report has been prepared by Wixworks and identified issues are being corrected (April 2020). An Accessibility Statement has been produced and is on the website.</li> </ul>

Approved by the Council at its meeting on the 16<sup>th</sup> May 2023 and will be reviewed annually.

*Elly Maynard*  
Clerk to the Parish Council