

WYLYE PARISH COUNCIL RISK ASSESSMENT

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. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

Subject/ Asset	Risk identified	Who might be at risk	Risk rating (H/M/L)	Management/ Control of Risk	Review/ assess/ revise May 2024
Management and internal workings/procedures					
Inquorate council	Failure to attract sufficient candidates for Member vacancies or elections, resulting in reduced representation of neighbourhood, lack of resource	Members The public	L	Actively publish Council activities. Seek candidates amongst friends and colleagues Publicise elections and vacancies on notice boards, Parish Newsletter, website, local newspapers	Existing procedure adequate
Inquorate council	Failure to achieve quorum at meetings, resulting in business not transected/ decisions not made	Members The public	L	Issue annual meeting calendar to Members Issue meeting agenda promptly Record attendance Contact Members who fail to attend meetings	Existing procedure adequate
Wylde- duties	Loss of services of Parish Clerk, resulting in interruption to effective administration	Members	L	Councillors trained to undertake a wide range of financial and administrative tasks Ensure Members have all passwords / can secure access to emails, and all online systems Locum Panel of experienced Parish and Town Clerks provided by the Society of Local Council Clerks able to assist in an emergency	To be actioned To be actioned To be actioned
Wylde- duties	Absence of Standing Orders and required Policies	Members	L	Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year	To be actioned

Subject/ Asset	Risk identified	Who might be at risk	Risk rating (H/M/L)	Management/ Control of Risk	Review/ assess/ revise May 2024
		The Clerk			
Wylve- duties	Lack of public consultation by the Council, and/ or lack of public participation at meetings/ on parish issues, resulting in failure to correctly identify local needs/ wishes, disenfranchisement of electors and poor unevidenced decisions	Members The public	L	<p>Ensure decisions on new budget items are based on adequate consultation</p> <p>Ensure meetings are publicised on noticeboards and the website (including agendas and minutes)</p> <p>Use articles in the parish newsletter to raise the profile of Wylve and to consult</p> <p>Review local press, especially correspondence sections, to identify local concerns</p> <p>Include public participation on all agendas</p> <p>Ensure seating is available at meetings for members of the public</p> <p>Provide advice to members of the public attending meetings on when to speak and meeting rules/ regulations</p>	Existing procedure adequate
Councillors and Clerk - duties	Lack of knowledge of legislation, regulations and codes resulting in non-compliance with the law and invalid indemnities	Members The Clerk	L	<p>Ensure that all Councillors have copies of relative Acts, Code of Conduct, and Standing Orders.</p> <p>Obtain and read Good Councillor Guide</p> <p>Attend relevant training course</p>	Existing procedure adequate

Subject/ Asset	Risk identified	Who might be at risk	Risk rating (H/M/L)	Management/ Control of Risk	Review/ assess/ revise May 2024
				Regular reference to appropriate regulations in agenda items	
Councillors - duties	Members acting alone outside meetings or making decisions outside meetings resulting in non-compliance with the law and invalid indemnities	Members The Clerk	L	Ensure that all Councillors have copies of relative Acts, Code of Conduct, and Standing Orders. Obtain and read Good Councillor Guide Avoid making comments 'on behalf of the council'	Existing procedure adequate
Councillors - duties	Failure to recognise, declare and address conflict of interest, resulting in lack of probity and transparency, exposure to complaints and non-compliance	The public Members	L	Ensure Members undertake regular review of Standing Orders Attend relevant training course	Existing procedure adequate
Councillors and Clerk - duties	Lack of effective lines of communication with other organisations, resulting in potential duplication, ineffective action or lack of any action at all	The public	L	Note all communication lines which are essential or beneficial and make information available to all councillors Establish contacts by name and where possible face-to-face.	Existing procedure adequate
Councillors and Clerk - duties	Failure to respond to electors wishing to exercise right of inspection, resulting in complaints, lack of transparency and non-compliance	The public Members The Clerk	L	Ensure proper advertisement of right and facility for inspection Clerk to ensure prompt response to requests	Existing procedure adequate

Subject/ Asset	Risk identified	Who might be at risk	Risk rating (H/M/L)	Management/ Control of Risk	Review/ assess/ revise May 2024
Councillors and Clerk - duties	Council decisions not implemented, resulting in loss of confidence in the Council and loss of reputation	The public Members	L	Clerk to produce marked draft unapproved minutes to Members promptly to enable progression of actions	Existing procedure adequate
Councillors and Clerk - duties	Non-compliance with data protection requirements, including GDPR, resulting in potential litigation and poor reputation	The public Members The Clerk	L	Council to prepare, implement and regularly review Data Protection Policy (General Privacy Notice) Clerk to monitor legislative requirements and best practice models prepared by NALC/ WALC	Existing procedure adequate
Councillors and Clerk - duties	Failure to maintain fixed asset register, resulting in non-compliance and invalid insurance	Members The Clerk	L	Council to keep under regular review Annual review by Internal Auditor	To Action
Councillors and Clerk - duties	Inadequate or inaccurate valuation of the council's assets, resulting in invalid insurance	Members The Clerk	L	Arrange for periodic review of valuations and arrange for professional valuation where necessary.	To Action
Councillors and Clerk	Bad publicity, including allegations of libel or slander, resulting in reduced reputation, costs for investigation and possible litigation	Members The Clerk	L	Ensure adequate insurance cover Review all press releases and newsletter articles before release Clerk to intervene at meetings if necessary	Existing procedure adequate

Subject/ Asset	Risk identified	Who might be at risk	Risk rating (H/M/L)	Management/ Control of Risk	Review/ assess/ revise May 2024
Clerk - duties	Inadequate document control, resulting in poor evidence and support to Members	Members	L	Clerk to maintain robust filing system and enforce document version control Clerk to ensure regular backup of Wylfe information.	Existing procedure adequate
Clerk - duties	Loss of data on laptop due to system fault/ laptop damage/ failure, resulting in interruption to effective administration	Clerk Members	L	Undertake monthly backup to external hard drive Consider need for cloud storage backup	Actioned To be actioned
Equipment/ assets					
3 notice boards,	Damage (e.g. through vandalism, fire or weather), resulting in harm to individuals, possible litigation, costs of repair and loss of service until repaired	Public e.g. pedestrians	L	Inclusion on Asset Register Councillors to undertake regular visual inspections Ensure noticeboards are covered by insurance, including public liability Make contingency provision for any repairs required in Parish Council Reserves Keep health and safety risk assessment under review	Existing procedure adequate
Youth shelter	Damage (e.g. through vehicle impact, vandalism, fire or weather) resulting in harm to individuals, possible litigation, costs of repair and loss of service until repaired	Public e.g. pedestrians	L	Inclusion on Asset Register Councillors to undertake regular visual inspections	Existing procedure adequate

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				<p>Ensure bus shelter is covered by insurance, including public liability</p> <p>Make contingency provision for any repairs required in Parish Council Reserves</p> <p>Keep health and safety risk assessment under review</p>	
Bench	Damage (e.g. through vandalism, fire or weather) resulting in harm to individuals, possible litigation, costs of repair and loss of service until repaired	Public e.g. pedestrians	L	<p>Ensure Bench is covered by insurance, including public liability</p> <p>Make contingency provision for any repairs required in Parish Council Reserves</p>	Existing procedure adequate
Park Equipment	Damage (e.g. through vandalism, fire or weather) resulting in harm to individuals, possible litigation, costs of repair and loss of service until repaired	Public	L	<p>Yearly inspection by a 3rd party of the all park equipment.</p> <p>Repairs carried out on any defect equipment as required</p>	Existing procedure adequate
Council events					
Council events	Harm to individuals arising at an event organised by Wylve	The public Members Clerk	L	<p>Prepare, implement and review a Safeguarding Policy</p> <p>Separate risk assessment to be prepared for each event. To include adequate measures for safeguarding individuals (particularly children, young people and vulnerable adults)</p>	To be actioned

Subject/ Asset	Risk identified	Who might be at risk	Risk rating (H/M/L)	Management/ Control of Risk	Review/ assess/ revise May 2024
Financial					
Councillors and Clerk - duties	Lack of knowledge of, or failure to comply with, relevant legislation covering the Council's financial business, resulting in legal non-compliance, litigation, costs and reputation damage	Clerk Members	L	Maintain membership of WALC/ NALC and SLCC Clerk and Members to maintain training Liaise with Internal and External Auditors	Existing procedure adequate
Councillors and Clerk - duties	Holding excessive or inadequate financial reserves, resulting in inability to meet commitments, non-compliance and non-compliant Internal Audit report	The public Members Clerk	L	Council to set, implement and regularly review Reserves Policy Clerk to review Reserves and provide information to Members as part of the budgeting procedure Members to regularly review size of Reserves	Existing procedure adequate
Councillors and Clerk - duties	Income: requirements under custom and excise regulations (including HMRC) are not met, resulting in non-compliance with legislation	The public Members Clerk	L	Ensure Council understands, and complies with, current VAT legislation Clerk to liaise with HMRC as necessary	Existing procedure adequate
Councillors and Clerk - duties	Failure to complete/ submit Accounts and Annual Return on time, resulting in poor Auditor's report and loss of public confidence	Members The Clerk	L	Clerk to maintain diary Clerk to ensure early cognisance of dates set by External Auditor; and ensure Council meetings are scheduled to enable timely decision making to meet deadlines	Existing procedure adequate

Subject/ Asset	Risk identified	Who might be at risk	Risk rating (H/M/L)	Management/ Control of Risk	Review/ assess/ revise May 2024
				Clerk to liaise with Internal and External Auditors	
Councillors and Clerk - duties	Inadequate annual precept and unsound budget, resulting in inadequate resources to meet commitments	The public Members Clerk	L	Clerk and Members to build sound budget, using risk register/ assessment and known commitments. Budget to be prepared in accordance with Reserves Policy and Financial Regulations	Existing procedure adequate
Councillors and Clerk - duties	Failure to calculate / submit precept request on time, resulting in inadequate resources to meet commitments and costs of re-billing	The public Members Clerk	L	Clerk to ensure early cognisance of dates set by Wiltshire Council; and ensure Council meetings are scheduled with appropriate Agenda items to enable timely decision making to meet deadlines	Existing procedure adequate
Councillors and Clerk - duties	Failure to stay within agreed budgets, resulting in non-compliance and potential for wasted resources	The public Members Clerk	L	Prepare, implement and review Policy for Internal Controls, Audit and Review RFO to produce financial reports at all meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly. Council to set, implement and regularly review Reserves Policy	To be actioned Existing procedure adequate

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				Clerk to keep budget under review with regular reporting to Members Annual check by Internal Auditor	
Councillors and Clerk - duties	Improper contracting procedures for work, goods and services (including monitoring work against standards), resulting in poor service standards and possible increased costs	The public Members Clerk	L	Adopt, implement, and regularly review NALC model Financial Regulations Performance reviewed at Internal Audit Ensure contractors hold appropriate insurance	Existing procedure adequate
Councillors and Clerk - duties	Fraud by Clerk or Members, resulting in loss of funds, litigation and reputation costs	The public Members Clerk	L	Prepare, implement and review Policy for Internal Controls, Audit and Review Regular reporting by Clerk to Members Ensure all payments are approved in Council meetings and recorded in minutes. Keep cash payments to a minimum, and avoid if possible Adequate Internal Audit	To be actioned Existing procedure adequate
Councillors and Clerk - duties	Inadequate insurance cover, resulting in balance of cash to be found for claims	The public Members Clerk	L	Council to review annually or if circumstances change	Existing procedure adequate
Councillors and Clerk - duties	Inappropriate rate of pay to employees and/or PAYE/ NI not in accordance with regulations,	Clerk Members	L	Ensure employee regulations are available and regularly reviewed and understood by Clerk (including any update to NALC salary scales)	Existing procedure adequate

Subject/ Asset	Risk identified	Who might be at risk	Risk rating (H/M/L)	Management/ Control of Risk	Review/ assess/ revise May 2024
	resulting in shortfall in funding and unsound budget			Checks through Internal Audit	
Clerk - duties	Failure to maintain proper financial records, resulting in potential for wasted resources, litigation, reputation costs, poor Internal Audit Report	Members Clerk	L	Method and template for financial reporting reviewed annually by Internal Auditor	Existing procedure adequate
Clerk - duties	Failure to account for and recover VAT, resulting in wasted resources	The public Members	L	Clerk to keep under regular review Annual check by Internal Auditor	Existing procedure adequate

The information given above was agreed at the Parish Council meeting held on **25th July 2023** and will be updated annually.

Signed: *M Shuldham*

25/07/23

Chairman

Dated

L Nappes

25/07/23

Clerk

Dated