Kingsbury Parish Council

Working for the local community in North Warwickshire

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Risk Assessment

1 DEFINITION OF RISK MANAGEMENT

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve objective and to successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

(Audit Commission – Worth the Risk: Improving Risk Management in Local Government 2001)

This document has been produced to enable Kingsbury Parish Council (KPC) 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 and systematic approach to managing risk which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk - High Medium or Low
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures on an annual basis and amends as necessary.

2 REVIEWS AND ADOPTION

This policy will be reviewed annually from the date of adoption by KPC.

Adopted at the Parish Council Meeting on 16th Apr 2025 (Minute 479)

3 REVISION CONTROL

Revision	Details of Change
Apr 25	New document
Feb 26	Reviewed Feb 26 Min 630

Subject	Risk(s) identified	H/M/L	Management control of Risk	Review/Assess/Revise
Management				
Business Continuity	Council not being able to continue its business due to an unexpected circumstance	L	All files and recent records are kept at the Clerk's home. The Clerk makes a monthly back-up of files on both external hard drives, and the second hard drive is retained with the Chair of the Finance Committee. In the event of the Clerk being indisposed the Chairperson to contact WALC for advice.	Review when necessary
Meeting Location	Adequacy Health and Safety	L	Meetings are held in village halls and community centers around the parish. The Clerk arranges with the relevant caretaker regarding using the premises. All premises used are considered adequate for the Clerk, Councillors and any members of the public including wheelchair users who attend from a health and safety and comfort aspect.	Existing procedures adequate.
Council Records	Loss through theft, fire or damage.	L	Older records are held at the County Archive Office in Warwick. Papers to be held in a locked metal cabinet at the Clerk's home.	The clerk has a fireproof box and a locked cabinet at home office.
Council Electronic Records	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the Clerk's computer. Back-ups of the files are taken at monthly intervals on external hard drives. These to be kept in a locked metal box. Second hard drive to be retained by Chair of Finance Committee in a locked fireproof metal box.	Review when necessary
Finance				
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council receives budget update information during the year. Detailed asset register maintained to enable forecasting of expenditure to cover maintenance and replace. The precept is discussed at the January meeting each year as there is no December meeting. This is in line with the information supplied by NWBC to enable the Clerk and Chair of Finance Committee to calculate the figures and paperwork for discussion.	The Finance Committee meets quarterly to review the budget and report to the full council July, October, January and March. End-of-year accounts are presented at the AGM in May.

Insurance	Adequacy/ Cost/Compliance/ Fidelity Guarantee	M M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. This includes all premises for which KPC are the trustees, and facility management committees are to provide evidence of insurance annually.	Existing procedures are adequate. Review financial regulations as necessary.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, BAC's payments and reconciliation of accounts.	Existing procedures adequate.
Financial controls and records	Inadequate checks	L	Monthly reconciliation prepared by the RFO and checked by the Chair of the Parish Council/Chair of Finance Committee. Two Councillors to sign and agree Account for Payments. The accounts are internally audited quarterly by two councilors. They are also internally and externally audited annually. All payments are resolved and clearly minuted at Full Council Meetings monthly.	Existing procedures adequate
Freedom of Information Act	Policy provision	L/M	The Council has a model publication scheme for Local Councils in place. A fee is chargeable for photocopying on a set scale. A charge of 50p per copy plus £10.00 administration charge plus postage at the current rate.	Monitor and report any impacts made under the Freedom of Information Act
Clerk	Loss of Clerk Fraud Actions undertaken	H L	A contingency fund should be established to enable training for the CILCA qualification in the event of theClerk resigning. The new clerk has to be employed for a twelve-month period before starting the CILCA training. The requirements of the Fidelity Guarantee must be adhered to. The clerk should be provided with relevant training, reference books & access to assistance and legal advice.	Include in financial statement when setting precept. Membership of WALC. Monitor working conditions.
Election costs	Risk of election costs	M	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election. A contingency fund should be established to meet the costs.	Include in financial statement when setting precept.

VAT	Re-claiming/charging	L	The Council has financial regulations which set out the requirements.	Existing procedures adhered to.
Annual Return	Not submitted within time limits	L	Annual return is completed and checked by the Internal Auditor and signed by the Council. It is then submitted to the External Auditor within the time limit.	Existing procedures adhered to.
Assets				
Street Furniture and playground equipment. Chain of Office	Damage to play equipment and benches etc Theft	L L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks on the play equipment are carried out and notified us for any action to be taken.	Existing procedures adequate.
Liability				
Data Protection	Confidential Data being accessed by unauthorised persons.	L	In compliance with the Data Protection Act 2018 Kingsbury Parish Council is listed on the register of data-controllers with the Information Commissioners Office. www.ico.gov.uk	Ensure renewal is undertaken annually in October.
Legal Powers	Illegal activity or payments Working parties and committees taking decisions	L L	All activity and payments are made within the powers of the Parish Council and are resolved and clearly minuted. Always report back to Council for any decisions.	Existing procedures adequate.
Minutes/Agenda/Statutory Documents	Accuracy and legality. Non-compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to the legal requirements. Business at Council meetings should be managed by the Chairman.	Existing procedures adequate.
Public Liability	Risk to third party, property or individual	M	Insurance is in place. Risk assessment of any individual event undertaken.	Existing procedures adequate.
Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from WALC	Existing procedures adequate.

Legal Liability **KPC-POL-33** **26th June 2025 Min No 522**	Legality of activities Proper and timely reporting via minutes. Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. The council always receives and approves minutes at monthly meetings. Retention of document policy in place.	Existing procedures are adequate Existing procedures are adequate Existing procedures are adequate
Councillors Propriety				
Members Interests	Conflict of Interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of a meeting. Register of Members Interests form to be reviewed annually.	Existing procedures are adequate Members to take responsibility to update their register.