



NORTH WINGFIELD PARISH COUNCIL

Risk Assessment

Approved by Parish Council 20 June 2023

Minute Number 07/06/2023 item g

Policy Review – May 2024

Identify Risk	Level	Potential Consequences	Avoid, Reduce or Control	Any Further Action
Illness/Resignation of Clerk	M	Disruption in Administration	Assistant Clerk to have basic knowledge of systems	Assistant Clerk to undertake temporary Clerk duties. Advertise vacancy if resignation or retirement.
Illness/Resignation of Assistant Clerk	M	Disruption in Administration and Management of Community Centre	Clerk to have knowledge of systems and duties	Clerk to undertake temporary duties with the support of cleaning staff and key holder. Advertise vacancy if resignation or retirement
Banking Arrangements	H	Loss of Parish Council funds	Monthly report to Parish Council. Bank reconciliation completed and presented to Parish Council. Full list of payments are presented at Parish Council meetings.	Bank accounts to be reviewed annually, or sooner if risk identified, to ensure best interest rates and security of funds
Not keeping proper financial records in accordance with statutory requirements	H	Incorrect record and information supplied to the Parish Council causing inappropriate decisions and use of funds	All financial information is available for scrutiny by Parish Councillors at all times. Chair to receive, by email, accounts spreadsheet monthly. Full review of income, expenditure, budget and bank accounts to be undertaken by Finance Committee at regular meetings.	Internal Auditor to carry out annual and interim audits of financial records and report to the Parish Council at the next full Council meeting.
Ensure all business activities are within legal powers applicable to Parish Council	M	Unlawful action and use of funds by Parish Council	Clerk to undertake appropriate training.	



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Misuse of public funds	H	As above	<p>Up to date information, in the form of manuals etc, to be kept and consulted when needed. Record in minutes the precise powers under which expenditure is being approved.</p> <p>All transactions of the council must be carried out in the manner stated in the Council's financial regulations, standing orders and Order and Payment processes document</p>	Councillors to be provided with training and copies of financial regulations, standing orders and Order and Payment process document
To ensure that all requirements are met under Employment Law and Inland Revenue regulations	H	Employment tribunal. Prosecution for incorrect PAYE and or NI contributions and payments	Contracts of employment to be issued and signed by all Parish Council employees. NEDDC to carry out payroll services, HR Administration and advice	
To ensure that all requirements are met under VAT regulations <i>Parish Council registered for VAT 31.01.2005</i>	H	Incorrect accounts, prosecution and or loss of revenue	All returns for VAT are made as required by Inland Revenue using information recorded in the Parish Council finance spreadsheet	Internal Auditor to carry out full inspection of the VAT returns as part of annual and interim inspection of accounts
To ensure the adequacy of annual precept within sound budgetary arrangements	H	Incorrect precept leading to inability to provide facilities and or services	Regular budget monitoring at Finance Committee meetings. Precept set after consideration of previous year's spending, know and expected increase, decrease in income and expenditure and planned actions for coming year	Parish Plan to be developed to plan future spending



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To ensure proper use of funds granted to local community under Section 137	H	Unlawful use of Parish Council funds	Grant requests to be completed with information including purpose of grant, beneficiaries of grant and bank account details for payment. All grants to be listed in minutes	
Proper and accurate reporting of Council business	M	Inaccurate administration and record keeping	Minutes are properly numbered by items and page. Master copy held for safekeeping after being signed by the Chair or Vice Chair when adopted	Completed years to kept and archived at DCC Matlock after 10 years
Register of members interests and gifts and hospitality in place, complete, accurate and up to date	L	Parish Council not in line with statutory requirements	Adoption of Code of Conduct for members and all documentation in place and available for scrutiny	Appropriate forms provided to all Parish Councillors as required
Safekeeping of deeds, Titles etc	M	Incorrect and missing titles may lead to significant problems identifying property	Place of deposit identified and list of documents made	Audit of deeds, titles, registered land etc to continue in 2019/20
MAINTENANCE				
Absence of Maintenance Personnel	M	Less duties covered in Parish	Overtime and planned cover for absences. Employee liability insurance in place	
Repair / Damage to garage / Workshop	M	Loss of Parish Council property	Parish Council insurance cover. Maintenance Staff to carry out ongoing maintenance, checks etc to the building. Maintenance Staff to carry out weekly fire alarm tests, record results and report problems to Clerk to arrange repairs	
Damaged / Stolen Parish Vehicle	M	Parish Council unable to provide services	Fully comprehensive Insurance Cover reviewed annually.	£5,000 per year to be put in reserve account to purchase new vehicle when needed.



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			Regular services, MOT etc to be carried out. Maintenance staff to report any issues to the Clerk who will arrange repairs etc.	
Damage / stolen tools and equipment	L	Parish Council unable to provide services	Tools and equipment covered by Parish Council insurance. Maintenance staff to keep all tools and equipment in good order and report any problems to the Clerk	Old and obsolete equipment to be disposed of and replaced on a rolling programme
FACILITIES				
Maintenance and Damage Repair to Community Centre	M	Loss of income and inability to provide facilities	Appropriate insurance cover included in Parish Council insurance. Community Centre staff to carry out ongoing checks for damage. General fabric maintained and redecoration carried out on a rolling programme	Maintenance Staff to carry out rolling programme of redecoration during winter months
Maintenance and Damage Repair to Sports Pavilions (2)	M	Not available for use by football clubs	Appropriate insurance cover included in Parish Council insurance. Maintenance Staff to carry out weekly checks and report any damage or repairs needed to Clerk to arrange work to be carried out	Maintenance Staff to carry out rolling programme of repairs and redecoration during the summer (out of football season)
Maintenance and Damage repair to Hephthorne Lane Community Centre	M	Facility not available for use	Appropriate insurance cover included in Parish Council insurance. Centre inspected at least weekly by staff and any problems to be reported to the	Maintenance and redecoration to be carried out as and when needed by suitably qualified maintenance staff or contractors.



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			Clerk to arrange repairs etc	
Maintenance and Damage repair to Chapel / Mortuary, Dark Lane	L	Facility not available for use by undertakers	Appropriate insurance cover included in Parish Council insurance. Maintenance Staff to carry out weekly checks on the exterior of the building and report any damage or repairs needed to Clerk to arrange work to be carried out. Undertakers asked to inform the Clerk of any internal problems. Clerk to arrange for any repairs to be carried out.	
Unsafe Memorials	H	Risk of injury to public visiting and maintenance staff working in Cemetery	Public Liability cover included in Parish Council insurance. Maintenance Staff to inspect monuments regularly when cutting grass etc and report any unsafe memorials to Clerk for action.	If monument found to be unsafe maintenance staff will clearly mark it, the Clerk will attempt to contact the family responsible for the monument. If no family found the Council will make safe the monument.
Maintenance and Damage Repair to Monument and Memorial on The Green	H	Risk of injury to public	Public Liability cover included in Parish Council insurance. Maintenance staff to carry out checks a minimum of two times each week and any repairs needed to be reported to the Clerk to arrange for work to be carried out. Maintenance Staff to keep the Green clean and clear of litter, broken glass etc.	
Maintenance and Damage repair to Children's Play Areas, Teenage Activity Area, MUGA, Skate Park and Playing Fields	H	Risk of injury to children using equipment.	Public liability cover included in Parish Council insurance.	Maintenance staff to carry out a minimum of two checks per week ensuring all play areas are free of litter, broken glass,



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		Facility not available for use	<p>All play equipment installed by NEDDC approved contractors and to manufacturer's specification. NEDDC to carry out weekly checks on play equipment and report immediately and damage, wear etc to the Clerk who will seek authorisation for repairs from Council – Repairs carried out by NEDDC or approved contractors.</p> <p>Maintenance staff carry out visual checks of Skate park, minimum of one visit per week.</p>	<p>dog mess etc and report any problems to the Clerk to arrange repairs with NEDDC</p> <p>Skate park to be locked immediately if a risk of injury resulting from damage or wear is identified.</p>
<p>Maintenance and damage repair to bus shelters</p> <p><i>Glass / metal 13</i></p> <p><i>Brick 5</i></p> <p><i>Stone faced 3</i></p> <p style="text-align: right;"><u>21</u></p>	H	<p>Risk of injury to public using the shelter</p> <p>Shelters not available for use</p>	<p>Public liability cover included in Parish Council insurance. Maintenance staff to inspect and clean bus shelters weekly and report all damage etc to the Clerk to arrange repair</p>	<p>Broken glass panels to be replaced with metal mesh panels</p>
<p>Installation of Planters and Towers</p>	M	<p>Towers sited incorrectly will reduce sightline of vehicles</p>	<p>Public liability cover included in Parish Council insurance. Lamp standards tested each year to ensure that they can safely take extra weight as required by DCC</p>	
ADDITIONAL				
<p>Parish Council insurance not sufficient</p>	H	<p>Risk of legal costs to Parish Council</p>	<p>Insurance to be reviewed annually, all costs to be assessed and insurance provider to be made aware of increase of</p>	



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			cost and or facilities to be covered	
Data Protection	L	Legal costs, reputation, etc if Data Protection laws broken	The Parish Council is registered with the Data Protection Agency	Registration renewed annually
Freedom of Information	L	Legal costs, reputation, etc if Freedom of Information requests not dealt with appropriately	Model Publication Scheme in place. Parish Council aware that a substantial request could create a number of additional hours work	