

Tangmere Parish Council – Risk Assessment

Risk Assessment

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Buildings insured. Value increased annually RPI Full Valuation carried out in 2022.
	Security of buildings etc.	M	Fire Alarm on Village Centre. Controlled fob entry. Register kept of all fob holders. CCTV at the Village Centre.
	Maintenance of buildings etc.	M	Buildings maintained on a regular basis. Urgent action taken when a question of safety is raised.
	Maintenance of PC-owned trees	M	Annual survey undertaken of trees with a stem diameter of more than 75mm and/or in excess of 2.5m tall by a qualified arboriculturist. Urgent action taken when a question of safety is raised. Non-urgent maintenance work carried out on a regular basis.
Finance	Banking	M	Bank Account held at Unity Trust Bank
	Direct debits, standing orders and internet banking	M	Payments can be made by direct debit, standing orders or internet banking. One of two staff members is required to set up payments and two of four Parish Councillors are required to authorise payments.
	Risk of consequential loss of income	M	Valid Insurance cover. Water meter to be checked for leaks each month.
	Loss of cash through theft or dishonesty.	L	Receipts issued. Cash levels are low. Fidelity guarantee insurance in place.
	Reimbursement of expenses		Expenses forms to accompany requests for reimbursement of expenses. Requests to only be made by Councillors or Proper Officer.
	Price increases (especially energy prices) not budgeted for.	M	Use of energy broker and regular fixing of energy prices.
	Financial controls and records.	M	Regular reconciliation prepared and reported to Finance Committee or Council. Internal and external audit recommendations implemented.

	Comply with HMRC Regulations	M	VAT payments and claims submitted as required. Internal auditor to provide double check.
	Sound budgeting to underlie annual precept.	M	Finance Committee and Council receive detailed budgets in October/November for the following Financial Year, revised December for approval in January each year. Precept derived directly from the budget. Finance Committee receives regular budget monitoring reports. Two appointed Financial Scrutineers from Finance Committee to undertake quarterly scrutiny of sample of accounts.
Liability	Risk to third party, property or individuals.	M	Insurance in place. Playing fields and playground equipment checked regularly. Investigations carried out when damage is reported and urgent action taken when a safety issue is identified.
	Legal liability as consequence of asset ownership.	H	Valid Insurance in place. Weekly checks of Village Centre and written records kept. Regular maintenance and repairs undertaken. Urgent action taken when a safety issue is reported.
Employer Liability	Compliance with Employment Law	M	Membership of WSALC and NALC. Contracts of employment based on standard NALC model contracts; Grievance and Disciplinary Procedures, based on NALC models, procedures to be strictly followed. Annual Appraisals undertaken.
	Compliance with HMRC requirements.	M	Notifications and advice from HMRC. Third party (Payroll Provider) acts as agent. Internal auditor carries out annual checks.
	Safety of staff and visitors.	M	Health and Safety Policy in place – weekly checks of Village Centre and records kept. Village Centre - premises licensed by CDC for public use.
Safeguarding	Safety of children and vulnerable adults	H	Safety of Children and vulnerable adults /safeguarding policy in place and reviewed annually to reflect any changes in legislation.

Legal Liability	Ensuring activities are within legal powers.	M	Clerk to seek advice if matter is outside her knowledge/experience. Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes. CCTV	M M	Full Parish Council meets once every two months as do Committees and always receives and approves minutes of meetings held in the interim. Minutes made available to press and public at the Parish office and on the Parish Council's web site. Staff only to operate the CCTV system at the Village Centre and solely for business purpose.
Councillors Propriety	Registration of interest Standing Orders and Financial Regulations	M M	Code of Conduct in place. Members Register of Interests published on website. Declarations of interest recorded in the minutes. The Standing Orders and the Financial Regulations are reviewed and kept up to date.

Reviewed by Council: 21 March 2024