

Singleton & Charlton Parish Council Risk Assessment

Risk assessment is a common sense but systematic examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify potential risks in connection with its activities. The Parish Council will take all necessary steps to reduce and if possible, eliminate, risks to which it recognises it may be exposed.

To enable this to be managed the following information/processes will assist the creation of such risks assessments that may be required.

This policy was adopted by Singleton & Charlton Parish Council (S&CPC) at its full council meeting on **15th November 2023**.

Risk	Level	Management/Control	Review/Revise
FINANCIAL	H/M/L		Action/date
Inadequacy of precept in order for the Council to carry out its statutory duty.	H	To determine the precept required, the Council regularly receives budget update bi-monthly. Prior to the precept meeting the council receives budget report including actual expenditure to date and a projection of liabilities to the end of the financial year. All aspects are then reviewed and estimates for standing costs, projects and any other required expenditure calculated. The agreed plan is then resolved to be the required precept from Chichester District Council.	Reviewed annually, see also Finance policy.
Inadequate Records/irregularities		See Finance policy	Reviewed annually.
Banking omissions/errors		See Finance policy	Reviewed annually.
	H		

Reporting/auditing	H	Regular Council Agenda item/Finance policy	Monthly and at meetings.
Grants	L	See Finance policy	Reviewed annually.
Power/Authorisation to pay	H	All approved through council procedures.	See Finance policy.
Best Value Contracts/overspend	M	Seek multiple quotations. Clerk or appointed person to monitor/control	As and when required.
Salaries and associated costs errors	H	Paid monthly by standing direct debit.	Reviewed monthly.
Employees/Councillors Fraud	H	Requirements of BHIB Insurance Complied with.	Renewed every three years.
OTHER RISKS			
Health & Safety	M	All employees/participants to be given appropriate guidance and where necessary, supplied with appropriate equipment	As requirement arises.
Freedom of Information	M	See policy	Reviewed annually.
Asset loss or damage	M	Annual review undertaken	Reviewed annually.
Asset Maintenance	M	Regular review of assets by appointed councillor	Reviewed.
Meeting venue	L	Ensure adequacy for Clerk, members and public.	Undertaken prior to each meeting.
Loss/Damage of Council documents/papers/electronic records	H	Records stored on-line, on Council Laptop or, in Clerk's home.	Adequacy reviewed annually.