

ODCOMBE PARISH COUNCIL RISK ASSESSMENT 15th July 2024

Risk Number	Risk Description	Risk Owner(s)	Category	Likelihood of Occurrence	Impact	Score	Level (pre-control measures)	Control Plan
F01	Precept request does not provide sufficient funding to meet the plans of Council for future years	Council	Financial	1	3	3	Medium	<ol style="list-style-type: none"> 1. Detailed budget for future financial year produced, matching the Council's delivery plan. 2. Earmarked reserves are identified for future projects. 3. Quarterly budget reports presented to council detailing expenditure against budget. 4. In year cash flow forecasts presented to Council on a quarterly basis.
F02	In the event that a financial institution that holds Council funds goes into administration, Council funds may not be recoverable.	RFO/Council	Financial	1	3	3	Medium	<ol style="list-style-type: none"> 1. Ensure deposits are in line with Financial Services Compensation Scheme (FSCS) which compensates customers up to a maximum of £85,000 if a bank, building society or credit union has stopped trading or does not have enough assets to pay claims made against it.

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F03	Unauthorised expenditure made that is not visible to Council	Clerk/Council	Financial	1	3	3	Medium	<ol style="list-style-type: none"> 1. All expenditure requests to be presented to council meetings, approved and minuted. 2. Issuing of Cheques and BACS transfers to be in accordance with Odcombe Parish Council Financial Regulations. 3. All invoices to be checked and initialled by the two Members of Council. 4. Monthly bank reconciliations to be presented to Council, checked and authorised by a Councillor. 5. Quarterly Monitoring Statements issued to Councillors. 6. Any Member of the Parish Council can request visibility of any/all financial documents 7. Three Councillors have 'real time' access to NatWest and Unity Trust on-line accounts. 8. Monthly meetings of Financial Working Party to be held whereby RFO to update on Councils financial position. <p>Financial Working Party to report to full Council meeting (standing agenda item)</p>

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F04	The RFO fails to keep proper and appropriate financial records	Clerk	Financial	1	2	2	Low	1. Excel cashbook completed monthly shared with members of the Financial Working Party each month. 2. Financial records to be maintained at all times and to a high standard and available for any Councillor to view at any time. 3. Internal and external audits to provide Council with assurance that records are being kept appropriately.
F05	Members are unaware of level of funds held impacting decisions of Council	Clerk	Financial	1	3	3	Medium	1. Position of the Councils financial position to be reported each month to Council. 2. Monthly bank reconciliations to be presented to Council, checked and authorised by a Councillor. 3. Quarterly Monitoring Statements issued to Councillors.
F06	Insufficient reserves to enable the Council to carry out its functions	Clerk/Council	Financial	1	2	2	Low	1. Council to ensure that reserves are part of the annual budget setting process and align to future delivery plans. 2. Reserve lines and the drawing down of them to be controlled by full Council with any decision made formally recorded in meeting minutes.
F07	Risk of election cost not being affordable	Clerk/Council	Financial	1	2	2	Low	1. Where applicable, election cost to be included within the annual budget.

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L01	Councils business and decisions are not properly recorded	Clerk	Legal	1	2	2	Low	<ul style="list-style-type: none"> 1. All formal Council meetings to be recorded, with published minutes. 2. All resolutions to be recorded within the minutes of said meetings. 3. Councillors have the opportunity to comment on draft minutes prior to formal adoption. 4. Master copies of minutes signed, and retained.
L02	Inland Revenue requirements not made to time and quality (PAYE and VAT Claim)	Clerk/Council	Legal	1	2	2	Low	<ul style="list-style-type: none"> 1. Council to ensure the Clerk is trained in the use of HMRC basic pay tools. 2. PAYE payments to be approved by Council. 3. Clerk to ensure payments reach HMRC in line with their timeline requirements (Clerks annual plan). 4. VAT calculated and claimed every six months. 5. Internal auditor to provide assurance to Council that both VAT claims and PAYE payments are made correctly.

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L03	Risk Assessment not adequately reviewed in accordance with The Guidance on Governance and Accountability for Local Councils in England	Clerk/Council	Legal	1	2	2	Low	1. Council to review its risk assessment every six months - Council must respond yes or no to the following questions at the meeting where the risk assessment is reviewed:- a. Does council agree that OPC has adequately identified its current risks b. Does council agree that the scoring and level associated with the identified risks are correct. c. Does Council accept that appropriate mitigation plans are in place for each identified risk, if not a forward action plan to be agreed and recorded. d. Does the council agree to adopt the presented risk assessment in its entirety or propose amendments.
L04	Council activities/decisions fall outside their legal powers	Clerk	Legal	1	2	2	Low	1. Clerk to clarify legal position of any new proposal and seek legal advice where necessary. 2. Council to ensure the Clerk and RFO has access to appropriate training.
L05	Minutes do not accurately reflect meeting decisions or actions and are not distributed in a timely manor	Clerk	Legal	1	2	2	Low	1. Council meets once a month. 2. Formal draft Council Minutes shall be distributed in a timely fashion to Members, approved and signed at a full Council meeting. 3.Minutes are made available to the press and public via the Parish Council website.

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L06	Non compliance with employment law	Council	Legal	1	2	2	Low	1. The council is to ensure that the Clerk has received adequate training and has access to appropriate bodies for advice. 2. The Clerk is a member of SLCC. 3. A Staffing Committee is nominated annually and will engage with the Clerk at regular intervals.
L07	References not obtained for employees (insurance requirement)	Council	Legal	1	2	2	Low	1. Currently in place for existing Clerk - part of interview process for a new clerk
L08	Data and information not controlled	Clerk	Legal	1	2	2	Low	1. The council has a Data Protection Policy, which is reviewed on a regular basis. 2. The Clerk is registered with the ICO as the Data Controller for Council
L09	Councillors involved in decisions who have an interest	Clerk/Council	Legal	1	2	2	LOW	1. Councillors have a duty to declare any interest at the start of the meeting. 2. Disclosure of interests is an agenda item at the start of every meeting and declarations recorded in the minutes
L10	Register of Interests and gifts and hospitality in place not in place	Clerk/Council	Legal	1	2	2	Low	1. Register of interest for each Member completed within 28 days of taking office and amended throughout the year as necessary. 2. Gifts and hospitality are recorded on register of interest form. 3. Going forward annual agenda item for the Annual May meeting for members to review their register of interest form.

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L11	Council do not take appropriate actions to minimise (ALARP) a Health & Safety related issue occurring	Council	Legal	1	2	2	LOW	1. Clerk to undertake annual risk assessment of office environment and share with Chair of staffing Committee. 2. Clerk to notify a Member by text when he attends an out of office meeting
P01	Council assets not fully protected against physical damage, fire and theft	Clerk/Council	Property	1	2	2	Low	1. Asset Register updated and presented to Council twice yearly. 2. Annual review of insurance policy made with Council assuring the policy covers the value of Council owned assets.
P02	Encroachment on land by 3rd parties	Council	Property	1	3	3	Medium	1. Physical barriers to be put in place where appropriate 2. Clerk to liaise with authorities if encroachment occurs.
P03	Trees on managed land could cause injury or damage	Council	Property	1	2	2	Low	1. Council to request Grounds contractor to undertake regular reviews of condition of trees that sit or overhang Council managed land and report any concerns to Clerk. 2. Carry out a detailed risk assessment every 5 years by a qualified arborist. 3. Council to conduct assessment of trees following a significant weather event.

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P04	Risk to third party, property or individuals	Council	Property	1	2	2	Low	1. Council to ensure appropriate Insurance cover is in place, with weekly inspections of play areas and defibrillators undertaken. Quarterly inspections by Somerset Council and an annual inspection by an independent organisation of the play areas to be undertaken with findings and associated actions reported to Council. 2. Football pitch area to be maintained to a suitable standard. 3. Council to consider as a matter of urgency any reported health or safety related matter and take appropriate action. 4. Clerk to be delegated to deal with/with any health and safety issue up to £500 (adopted in financial regulations)
R01	Meeting venue may not be accessible for some members of the public	Council	Reputational	1	2	2	Low	1. Double door to hall can be opened to enable easier access if required. 2. Hall Committee has completed its own risk assessment for disabled access. 3. Hearing loop is available.
S1	The Council suffers loss of funds through theft or dishonesty	Clerk/Council	Security	1	3	3	Medium	1. No cash to be handled. 2. All financial transactions require two off Members approval (BACS/Cheques) who shall ensure payments are made in accordance with Councils instructions. 3. Three Councillors have 'real time' access to NatWest and Unity Trust on-line accounts

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S2	Loss through theft or damage	Clerk/Council	Security	1	2	2	Low	1. Council to ensure an appropriate record retention policy is in place. 2. Council to ensure records are stored in a safe and secure location.
S3	Computer - loss, damage, corruption or ransomware	Clerk/Council	Security	1	2	2	Low	1. Appropriate antivirus software is installed. 2. Data backed up monthly to external drive.
St1	Salary payments paid incorrectly	Clerk/Council	Staff	1	2	2	Low	1. Council to approve all salary payments at a full Council meeting ensuring such payments are in line with contractual agreements.
St2	Long term absence of Clerk & RFO	Council	Staff	1	3	3	Medium	1. A business continuity plan to be developed by Chair of Staffing Committee and updated every six months.