



RIPPONDEN PARISH COUNCIL RISK ASSESSMENT

	Risk description	Impact	Likelihood	Controls
Administration	Business continuity	High	Medium	<ul style="list-style-type: none"> Inventory of assets reviewed annually. In event of Clerk being indisposed, the Chairman will contact YLCA/SLCC for advice. Clerk to ensure that records are kept up to date. Computer back up to MS 365. A contingency fund is set aside to cover long term sickness, redundancy, recruitment & training (established November 2024).
	Clerk leaving without due notice	High	Medium	<ul style="list-style-type: none"> Computer passwords to be supplied in locked file and given to the Chairman and Vice Chairman. Chairman to contact YLCA/SLCC for advice. Committee Chairmen to allocate a secretary for all meetings to issue agendas, write and publish minutes. Chairman to organise the payment of bills through councillors. Desktop procedure manual to be created (in production: April 2024)
	Computer failure	High	Low	<ul style="list-style-type: none"> 365 includes online backup. Non-SharePoint folders to be backed up weekly. Files should be maintained on 365 SharePoint folders. One named councillor should be second admin.
	IT Cllr leaves	Medium	Medium	<ul style="list-style-type: none"> Remove user profile from website and MS 365
	Loss or damage to documents – paper documents becoming unreadable	Low	Low	<ul style="list-style-type: none"> Critical documents to be stored in a secure, fireproof safe.
	Failure to comply with FOI	Low	Low	<ul style="list-style-type: none"> FOI and Data protections policies. Retention policy so everyone knows what should be kept.
	Injury to Councillors & Clerk during Council Events	Medium	Low	<ul style="list-style-type: none"> Insurance cover includes personal accident. Regular review and maintenance of office fixtures and fittings. Cllrs, staff and volunteers should sign the H&S policy yearly to show they have read it and understand how it relates to them in their role
	Claims resulting from contractors working for the Council	High	Low	<ul style="list-style-type: none"> Contracts awarded in accordance with Parish Council's Standing Orders. All contractors must have public liability insurance, employee liability insurance and a health and safety code to present to council before works commences.
	Injury to the public	High	Medium	<ul style="list-style-type: none"> Insurance cover includes third party public liability.
	Changes to legislation and procedures	High	Low	<ul style="list-style-type: none"> Provide effective training for Members and Officers. Annual review of Standing Orders and Financial Regulations.

				<ul style="list-style-type: none"> Membership of Yorkshire Local Councils Association and National Association of Local Councils
Employment	Safety of the clerk	High	Low	<ul style="list-style-type: none"> New office to be fitted with internal CCTV Health & Safety Policy in place. When new clerk is employed, Council should operate a lone working policy.
	Consistency of wage payments	High	Medium	<ul style="list-style-type: none"> Employment Cttee cllrs authorise payment outside of general payment authorisation.
	Dealing with grievances	High	Medium	<ul style="list-style-type: none"> Grievance policy to be followed
	Consistency of working hours and conditions	High	Medium	<ul style="list-style-type: none"> Annual appraisals conducted Working hours reviewed monthly Line manager available to discuss working conditions
Finance	Banking & Financial Arrangements – financial irregularities occur.	High	Low	<ul style="list-style-type: none"> Annual review of Financial Regulations and Internal Control. Regular review of banking services. Review of banking market. Annual Internal & External Audit
	Precept – not enough money requested.	High	Low	<ul style="list-style-type: none"> Sound budgeting to underlie the annual precept Adequacy of precept – regular reporting of expenditure to Budget The precept is an agenda item at a January meeting to ensure that adequate notification can be given to the Principal Authority
	Insurance	High	Low	<ul style="list-style-type: none"> Annual Review is undertaken to ensure adequately cover MUST include Employers Liability, Public Liability and Fidelity Guarantee
	Cash – risk of loss, theft	Low	Low	<ul style="list-style-type: none"> RFO to ensure that any cash/cheques collected are banked at the earliest opportunity
	VAT – unclaimed refunds resulting in lack of funds.	Low	Low	<ul style="list-style-type: none"> VAT reclaim calculated by RFO and balanced to invoices and cash book to ensure correctness
	PAYE	Low	Low	<ul style="list-style-type: none"> PAYE payments calculated by Clerk and Quarterly return to HMRC approved by Full Council – Annual Internal Audit checked
	Election Costs – sudden high cost.	Medium	Medium	<ul style="list-style-type: none"> Risk is higher in an election year A contingency fund to meet the cost (established Nov 24).
	Annual Return	Low	Low	<ul style="list-style-type: none"> Annual Return is completed and signed off in accordance with statutory requirements. JPAG Practitioner’s Guide must be downloaded every year.
	Misappropriation of Council funds	Medium	Low	<ul style="list-style-type: none"> All transactions to be carried out in accordance with the internal control procedures set out in the Council’s Financial Regulations. Quarterly reports to Full Council on budget and bank reconciliation Six monthly Internal Audit.
Buildings	Ebenezer Graveyard Damage to site	High	Medium	<ul style="list-style-type: none"> On-going maintenance to churchyard. Gravestones checked annually to ensure unsafe structures are reported and repaired in a timely manner
	Damage to BT Telephone boxes	Low	Low	<ul style="list-style-type: none"> Risk to the public to be assessed and reviewed annually manner.
	Miscellaneous Civic Functions	Medium	Low	<ul style="list-style-type: none"> Risk to the public to be assessed on an individual basis and reviewed annually.

	Council owned Seats & Benches- damage to asset and the public while in use	Medium	Medium	<ul style="list-style-type: none"> Risk to the public to be assessed on an individual basis and reviewed annually. Maintenance work to be carried out in a timely manner.
	Notice Boards	Medium	Medium	<ul style="list-style-type: none"> Minimum of monthly inspections occur due to regular update of notices

Risk schedule	Type	Frequency	Last review	Comments
Financial Matters				
	Assets inspection	annually	Mar-24	
	Banking arrangements	annually	Mar-24	
	Insurance Providers	annually	Mar-24	
	VAT return completed	annually	Mar-24	Move to every six months?
	Budget Agreed	annually	Mar-24	
	Budget Monitoring	quarterly	Mar-24	Revisions to be taken when significant money is saved.
	Precept Requested	annually	Jan-24	
	Bank Reconciliation	quarterly	Mar-24	
	Employee salary review	N/A	N/A	
	Internal Audit	annually	Jun-23	
	External Audit	annually	Sep-23	
	Internal check of financial procedures	quarterly	Mar-24	
Administration				
	Minutes properly numbered	fortnightly	Ongoing	
	Asset Register	annually	Mar-24	
	Financial Regulations Review	annually	Oct-23	
	Standing Orders review	annually	Oct-23	
	Computer back –up	real time back-up	Ongoing	
Employers' responsibility				
	Contract of employment	N/A	N/A	Employment to draw up for new clerk
	Pension Scheme	N/A	N/A	Employment to pursue for new clerk.
Members responsibility				
	Code of Conduct adopted	on-going	Mar-24	
	Register of interest completed/updated	on-going	Mar-24	CMBC slow to upload to server

Adopted: 10 March 2016.

Reviewed: 19 Oct 2017, 26 June 2018, 20 Feb 2020, 29 March 2022, 15 May 2024.