



## Risk Management Scheme – Broadbridge Heath Parish Council

Adopted by Full Council November 2023

To be reviewed as required.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the employer to identify potential risks. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise potential risks were identified, and an evaluation of the management and control of the risk was assessed.

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		<b>Impact</b>		

### 1. Internal risks

Topic	Risk	Residual Risk (H/M/L)	Management/control of risk
Financial Management	Financial irregularities	L(1)	<p>A monthly list of payments is circulated for digital authorisation by 2 signatories. The list is reviewed, and invoices also cross referenced to the list and authorised by 2 Councillors (as per the bank mandate). The payments list is presented at the following Parish Council Meeting for ratification by all councillors. The minutes record the total of the payments authorised at each Parish Council meeting, together with a list of payments made, excluding salaries (details of which are available upon request).</p> <p>The signatories were updated in 2020 and are kept under review.</p>

Budget and control	Insufficient funds	L(1)	<p>The budget is drafted by the Clerk and presented to Finance &amp; Establishment Committee and then the full Parish Council and progress is monitored by the same. The Precept is set against a full financial review annually.</p> <p>The Parish Council uses the RBS Alpha financial system which enables monthly reporting on spends against budget.</p>
Cash	Financial irregularities	L(1)	The Clerk does not currently receive cash for the Parish Council.
Fidelity Guarantee	Fraud	L(1)	The Parish Council feels that their controls are strong enough to prevent fraudulent activity. However, as recommended in the 2022/23 audit, fidelity cover has been increased to £250k to cover all cash assets that could be in back accounts at one time.
Salaries	<p>Salary paid incorrectly</p> <p>Wrong hours paid</p> <p>Wrong rate paid</p> <p>False employee</p> <p>Wrong deductions of NI or Tax</p> <p>Unpaid Tax &amp; NI contributions to the Inland Revenue</p>	L(1)	Payroll services are outsourced to accountancy firm, Mulberry & Co. to ensure correct rates of pay and deductions.
Personal accident		L(2)	There is adequate Personal Accident Cover provided by Hiscox insurance.
Employees	<p>Loss of key personnel</p> <p>Fraud by staff</p> <p>Health &amp; Safety</p>	L(2)	<p>The Parish Council has an Deputy Clerk that could stand in for the Clerk if required.</p> <p>Control measures and fidelity insurance in place.</p> <p>Display Screen Equipment Risk Assessment to be completed for all employees. Safety PAT testing to be carried out for all electrical appliances.</p> <p>The clerk has completed a New Clerk's Training Course and is a member of the Society of Local Council Clerks (SLCC). Also subscribes to SSALC/NALC/SLCC for advice.</p> <p>The Clerk subscribes to Local Councils Update, The Clerk and SSALC/NALC Direct Information Service.</p>

	Training		<p>The clerk has completed the SSALC year-end finance training.</p> <p>The Clerk has also completed Cilca training.</p> <p>The Deputy Clerk is currently studying the Cilca training course.</p>
Insurance	Inadequate insurance	L(2)	<p>The Clerk and the Finance &amp; Establishment committee review the insurance cover annually alongside a review of the Council's Fixed Asset Register. Following a review in October 2021, the insurers were changed to Hiscox. Play Equipment (Property Damage) is not insured with the exception of The Ducky play park (installed 2018) and the Monster Play Park at the Village Centre (installed 2023); the PC has developed a fund for replacement and repairs.</p>
Data protection	Policy provision	L(2)	<p>The Council is registered with the Information Commissioners Office (ICO).</p> <p>GDPR Training was delivered to Councillors and staff and policies introduced.</p>
Financial controls	Financial irregularities	L(1)	<p>The Financial Regulations are fully reviewed annually and adopted by the full Parish Council; the financial Regulations were reviewed to incorporate online banking and payments in December 2017.</p> <p>The accounts are subject to annual internal audit and if required an interim audit is requested by the Clerk. The internal auditor engagement and scope of work is agreed annually.</p>

## 2. External Risks

Topic	Risk	Residual Risk (H/M/L)	Management/control of risk
Play Equipment	Loss or Damage Liabilities to third parties	M(4)	<p>All play equipment is inspected annually by a qualified independent inspector. Weekly checks are carried out and any defects reported to the Clerk. Quarterly operational inspections are contracted to an inspection company and reports are received, reviewed, and appropriate works procured.</p>
Assets	Loss or Damage Risk/damage to third parties/property	L(2)	<p>An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.</p>

Notice boards	Risk/damage/injury to third parties	L(2)	Parish Council has two notice boards. One is sited outside the One Stop shop and the other is outside the parish office. Insurance cover is in place and noticeboards are inspected regularly - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys are held in the Parish Office.
Street furniture	Risk/damage/injury to third parties	L(2)	The Parish Council is responsible for seats, grit and waste bins around the village and these are covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with directly.
Meeting location	Adequacy Health & Safety	L(1) M(3)	Parish Council Meetings are usually held at the Parish Office. The premises and the facilities are considered to be adequate for the Councillors, Staff and Public who attend from Health and Safety and comfort aspects.
Buildings	Insurance insufficient	L(1)	The Parish Council has two buildings, The Parish Office and The Cricket Pavilion. The Cricket Pavilion is covered by the Parish Council's Insurance for Property Damage up to £207,675, and the Parish Office is covered by the Parish Council's Insurance for Property damage up to £550,000; this is felt to be sufficient.
Home Working / Office	Loss of equipment Loss of data	M(4)	The computer, printer and office equipment are covered by the Parish Council's insurance cover. The property is always locked when unattended. The computer has up to date anti-virus protection and there is a secure server for incoming and outgoing mails, this is updated automatically by our Web-Provider, Netcom IT. All data is backed up via the services of Netcom IT.
Bus Shelter	Risk/damage/injury to third parties	L(2)	The Bus Shelters in Billingshurst Road and Old Guildford Road are covered by the Parish Council's insurance. All bus shelters are checked regularly by Officers
War Memorial and Flagpole	Risk/damage/injury to third parties	L(2)	The Parish Council insures the War Memorial and there is a maintenance contract in place to ensure that this area is kept clean and safe. Officers check weekly.
Hanging Baskets	Risk/damage/injury to third parties	L(1)	Where hanging baskets are agreed, all necessary permissions and licences are sought and a firm selected to safely fix the brackets to the posts. Insurance cover in place for public liability.
Trees on Parish Council land	Risk/damage/injury to third parties	M(4)	In Spring 2022, a full Health & Safety assessment of all trees on PC land was undertaken and the

			<p>work was carried out in January 2023. Per the recommendation within the latest report, trees should be surveyed every 3 years with the exception of the identified Ash trees which should be surveyed annually for signs of die back. The next full assessment is due in April 2025. The survey of the 9 identified Ash trees is scheduled for September 2023.</p>
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