Heytesbury, Imber and Knook Parish Council
Risk assessment

The purpose of the risk assessment is to ensure that Heytesbury, Imber and Knook Parish Council is aware of its risks and has in place a strategy to manage these risks. The risk assessment will be reviewed on an annual basis, or as needed should circumstances change.

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Play area					
Play equipment	Injury and public liability Vandalism	Possible	Moderate	4	Weekly inspection by councillor Monthly inspection report by councillor Annual inspection carried out by RoSPA Insurance Budget for maintenance
Safeguarding	Safeguarding issues	Unlikely	Moderate	2	Safeguarding policy Councillor appointed with responsibility for play area Negligible contact with users of play area
Street furniture					
Noticeboards Heytesbury Knook Tytherington	Vandalism Poor maintenance	Unlikely	Minor	1	Insurance Budget for maintenance Checks by councillors
Benches		Unlikely	Minor	1	Insurance

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
	Vandalism and damage Poor maintenance				Budget for maintenance
Dog bag dispensers	Vandalism Poor maintenance	Unlikely	Minor	1	Insurance Checks by councillor
Land and trees					
Knook allotments	Poor maintenance Injury and public liability	Unlikely	Moderate	2	Grounds maintenance contract Allotments not managed by the council
Trees in Knook and in Park Street	Poor maintenance Injury and public liability	Unlikely	Moderate	2	Inspection by tree surgeon Budget for assessments and maintenance
Historic assets					
Blind house War memorial	Poor maintenance Vandalism	Unlikely	Minor	1	Professional inspection Checks by councillor Insurance Budget for maintenance
Events					
Community events organised by the council	Injury and public liability	Unlikely Unlikely	Moderate Moderate	2 2	Events agreed by council with financial, risk management, insurance and data protection implications considered

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Community events organised by the council	Lack of financial planning and financial loss Non-compliance with health and safety Data protection Crime and disorder				Risk assessment to be completed and health and safety procedures agreed Data protection impact assessment to be completed Insurance Adequate general reserve and budgeted provision
Financial					
Precept	Inadequate precept Failure to request precept	Unlikely	Moderate	2	Councillors and Responsible Financial Officer to plan budget using risk assessment and known commitments Agenda item for councillors to consider and approve Budget planning is an agenda item for council meetings Precept request actioned by Responsible Financial Officer

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Financial management	Financial mismanagement and financial loss	Unlikely	Severe	3	Annual internal audit Payments approved by council Bank reconciliations Councillor appointed to verify bank reconciliations Councillors receive regular budget reports and bank statements Adequate precept Earmarked reserves and adequate level of general reserve
VAT	Failure to recover VAT	Unlikely	Moderate	2	List of VAT VAT recorded Actioned by Responsible Financial Officer
Reserves	High or inadequate reserves	Unlikely	Moderate	2	Council to review as part of budget process and review during the year Earmarked reserves and adequate level of general reserve Annual internal audit
Bank account	Insufficient bank account signatories	Possible	Moderate	4	Sufficient number of signatories Council to review

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Fraud	Financial loss Council reputation	Unlikely	Severe	3	Annual internal audit Second signatory to authorise electronic banking payments Bank mandate is two signatories to authorise changes Bank reconciliations Councillor appointed to verify bank reconciliations Councillors receive regular budget reports and bank statements Code of conduct Payments approved by council
Asset register	Incomplete or inaccurate	Unlikely	Moderate	2	Asset register reviewed annually Asset register reviewed and approved March 2024 Annual internal audit
Notice of public rights to inspect accounts	Failure to advertise the period for the exercise of public rights Lack of transparency Council reputation	Unlikely	Moderate	2	Internal audit Notice on website and noticeboards advertising the period for the exercise of public rights Actioned by Responsible Financial Officer

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Election costs	Insufficient money to pay for elections	Unlikely	Moderate	2	Earmarked reserve for elections
Administration					
Insurance	Inadequate insurance	Unlikely	Moderate	2	Insurance reviewed and approved annually Insurance designed for town and parish councils Asset register
Laptop and printer	Accidental damage or Theft Cost of repair or replacement Business interruption	Unlikely	Moderate	2	Insurance Budget New laptop April 2023 Technical support from local IT consultant
Annual Governance and Accountability Return	Chargeable letters and statutory recommendation issued by external auditor because of failure to complete	Unlikely	Moderate	2	Agenda item for councillors to consider and approve Actioned by Responsible Financial Officer
Council minutes	Inaccurate reporting of council business in the minutes	Unlikely	Minor	1	Minutes sent to councillors for review Minutes approved as a correct record by council

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Information management					
Website	Website accessibility	Unlikely	Moderate	2	Accessibility statement Accessibility icon on the website
Loss of data due to laptop theft, damage or fault	Loss or theft of personal data Business interruption	Unlikely	Moderate	2	Data back up on external hard drive and Microsoft OneDrive Password for laptop New laptop April 2023
Data protection and freedom of information	Poor compliance Complaints Enforcement action Lack of transparency Council reputation	Unlikely	Moderate	2	Privacy notice Information and data protection policy Standing orders Retention and disposal policy Model publication scheme Disclosure log published on website Advice from the Information Commissioner's Office
Electoral register	Data incorrectly accessed	Unlikely	Moderate	2	Data accessed by the Clerk and password protected
Transparency Code	Poor compliance Lack of transparency	Unlikely	Moderate	2	Data and information published on the website Annual internal audit

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Staff					
Payroll and pension	Non-compliance with HMRC and The Pensions Regulator	Unlikely	Moderate	2	HMRC payroll system Annual internal audit Completed declaration of compliance to The Pensions Regulator
Loss of Clerk and Responsible Financial Officer	Business interruption	Unlikely	Moderate	2	Locum service provided by Society of Local Council Clerks
Non-compliance with employment law	Council reputation	Unlikely	Moderate	2	Employment contract Appraisal Membership of Society of Local Council Clerks and Wiltshire Association of Local Councils Employers' liability insurance Disciplinary and grievance policies
Governance and procedure					
Quorum	Failure to maintain quorum at meetings	Unlikely	Moderate	2	Councillors receive dates of meetings Chair of the meeting to note attendance to ensure quorum is maintained Vacancies advertised on noticeboards and website and process to co-opt councillors

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Public consultation	Lack of public consultation Council reputation	Unlikely	Moderate	2	Annual public meeting Public participation before meetings Councillor surgeries Agendas and minutes published on the website Complaints procedure Newsletter
Management of charity	Financial loss Mismanagement Complaints Council reputation	Unlikely	Moderate	2	Regular meetings of the trustee Byelaws Annual report and accounts Annual return to the Charity Commission Investment assets managed by investment company
Civility and respect					
Bullying, harassment, aggressive behaviour and poor conduct	Personal safety Stress Litigation and personal injury Council reputation	Possible	Moderate	4	Code of conduct Zero tolerance policy to abuse and aggression

Risk area	Risk identified	Likelihood	Impact	Level of risk	Management of risk
Councillor surgeries	Personal safety Abuse and aggressive behaviour from the public	Possible	Moderate	4	Zero tolerance policy to abuse and aggression At least two councillors attend
Disorderly conduct at meetings	Disruption of meetings Personal safety Stress Council reputation	Possible	Moderate	4	Procedure for dealing with disorderly conduct in the standing orders Zero tolerance policy to abuse and aggression Chair of the meeting to challenge disorderly conduct
Councillor propriety					
Register of councillors' interests and gifts and hospitality	Incomplete or inaccurate register of interests Failure to register interests	Unlikely	Moderate	2	Code of conduct Councillor induction Declaration of interests is an agenda item for meetings
Breach of code of conduct	Council reputation	Unlikely	Moderate	2	Code of conduct puts emphasis on councillors to follow the code and expected behaviour Councillor induction
Council dominated by individuals or cliques	Council reputation	Unlikely	Moderate	2	Code of conduct All decisions at council meetings

Likelihood	Highly likely 3	Medium 3	High 6	Very high 9
	Possible 2	Low 2	Medium 4	High 6
	Unlikely 1	Very low 1	Low 2	Medium 3
		Minor 1	Moderate 2	Severe 3
		Impact		

1-2	Managed risk
3-4	Managed risk
6	Action required
9	Unacceptable risk

Parish Clerk and Responsible Financial Officer
June 2024

Approved on 25 June 2024.