



PEMBURY PARISH COUNCIL

Working for Pembury People

Council Risk Assessment

Approved 01/02/2021

Version:	Date Approved:	Review Date:
1.0	03/07/2017	31/05/2018
2.0	05/03/2018	31/03/2019
3.0	04/02/2019	31/03/2020
4.0	03/02/2020	31/03/2021
5.0	01/02/2021	31/03/2022

1. Introduction

1.1. Risks

This is a high-level risk assessment for the Council to highlight key areas of risk where the Parish Council has full or partial responsibility for managing or mitigating risk. The Parish Council’s aim is to manage risks in a thoughtful and realistic manner. Since resources such as staff and Councillors’ time are limited, it is necessary to set priorities.

1.2. Methodology

Risks have been assessed using an industry standard approach. This risk assessment deals with strategic risks only. Each risk is scored using the table below which assesses the potential consequences with the likelihood of the risk happening. The resulting risk score then indicates the appropriate level of priority to be given to any mitigation against that risk.

1.3. Risk score matrix

		Consequences		
		Minor 3	Moderate 2	Major 1
Likelihood	Probable A	Yellow	Red	Red
	Possible B	Green	Yellow	Red
	Improbable C	Green	Green	Yellow

Key	Green Low Risk	Yellow Medium Risk	Red High Risk
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2. Risk Assessment

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
PHYSICAL ASSETS											
1.	Fire – injury to staff, councillors and members of the public and damage to property	1	B	H	<ul style="list-style-type: none"> • Fire alarm installed at the Parish Office • Fire risk assessment undertaken for all sites • Annual Maintenance contract in place • Parish Office currently closed due to Covid-19 	<ul style="list-style-type: none"> • Regular internal inspections of Parish Office during office closure 	1	C	M	ALL	On-going
2.	Damage to buildings and property	1	B	H	<ul style="list-style-type: none"> • Insurance cover in place • Inventory and asset register reviewed and up to date. • Individual annual risk assessments undertaken for each site. • CCTV installed at office • Height of security fence increased around office 	<ul style="list-style-type: none"> • Groundsmen to undertake daily external inspections of Parish Office during office closure. • Regular internal inspections of Parish Office during office closure 	1	C	M	Head Grounds man	On-going
3.	Loss, damage or theft – office building contents	2	B	M	<ul style="list-style-type: none"> • Insurance cover in place • Security shutters installed on doors and windows • Inventory and asset register reviewed and up to date. • CCTV installed at office 	<ul style="list-style-type: none"> • Groundsmen to undertake regular inspections of Parish Office during office closure 	2	C	L	Head Grounds man	On-going

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					<ul style="list-style-type: none"> Height of security fence increased around office 						
4.	Loss, damage or theft – depot contents	2	A	H	<ul style="list-style-type: none"> Insurance cover in place Groundsmen equipment locked in depot building. Security measures improved. Security fencing installed January 2019. Inventory and asset register reviewed and up to date. 		2	B	M		
5.	Loss, damage or theft – play / gym equipment	2	A	H	<ul style="list-style-type: none"> Insurance cover in place Regular inspections to check for damage. Repairs/replacements undertaken following reports of damage. Annual RoSPA inspections undertaken. Recommended actions undertaken. Inventory and asset register reviewed and up to date. Risk assessments undertaken for each site. 		2	B	M		
6.	Loss, damage or theft – street furniture	1	B	H	<ul style="list-style-type: none"> Insurance cover in place 		2	B	M		

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					<ul style="list-style-type: none"> Inventory and asset register reviewed and up to date. Regular inspections of all street furniture in place 						
7.	Maintenance of equipment	1	A	H	<ul style="list-style-type: none"> Annual service undertaken for Grounds maintenance equipment 		2	B	M		
8.	Coronavirus – office closure	2	B	M	<ul style="list-style-type: none"> Weekly inspections 		2	B	M		
PUBLIC LIABILITY											
9.	Public safety in areas under the Parish Council's responsibility	1	B	H	<ul style="list-style-type: none"> Regular inspections undertaken 		2	B	M		
10.	Street Column safety for hanging baskets and Christmas Lights	1	B	H	<ul style="list-style-type: none"> Apply for permit annually Load testing on all relevant street columns undertaken 		2	B	M		
11.	Christmas Lights & Displays	1	A	H	<ul style="list-style-type: none"> Installed by professional contractor / electrician Risk assessment undertaken for Christmas Tree Regular inspection of Christmas Tree 		2	B	M		
12.	Events	2	A	H	<ul style="list-style-type: none"> Individual risk assessments 		2	B	M		

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					undertaken for each event <ul style="list-style-type: none"> Details of events submitted to TWBC for approval 						
FINANCIAL											
13.	Misappropriation of funds – theft / fraud / errors	1	B	H	<ul style="list-style-type: none"> Fidelity guarantee in place Internal audit by independent auditor at least once a year Internal controls and processes reviewed. 2 cheque signatories for all payments, approved at a council meeting BACs payments set up by an officer and approved by 2 signatories. 		1	C	M		
14.	Investment loss	1	B	H	<ul style="list-style-type: none"> New bank account with Nationwide opened to spread risk. New bank account with Unity opened to spread the risk. 	<ul style="list-style-type: none"> Consider other providers to further spread risk and maximise yields 	1	C	M	FHR	April 2021
15.	Insufficient or excessive funds	1	B	H	<ul style="list-style-type: none"> Comprehensive budget setting process in place Monthly budget monitoring undertaken by the Clerk. 		2	B	M		

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					<ul style="list-style-type: none"> Quarterly budget monitoring at Finance & HR Committee meetings Review of reserves undertaken regularly by the Finance & HR Committee with recommendations to Full Council at least annually 						
16.	Inaccurate accounts	2	A	H	<ul style="list-style-type: none"> Computerised accounting system used Monthly accounts prepared Customer invoices introduced for all income except allotment rents and the precept. 		2	B	M		
17.	Banking arrangements	2	B	M	<ul style="list-style-type: none"> Cheques and cash banked promptly Monthly bank reconciliations undertaken Chair of Finance & HR Committee reviews bank reconciliation monthly. Finance & HR Committee clarify balances quarterly. 	<ul style="list-style-type: none"> Consider alternating councillor reviewing bank reconciliations 	3	C	L	Clerk	March 2021

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					<ul style="list-style-type: none"> BACs payments set up by an officer and approved by 2 signatories. Invoices checked by signatories before payments are set up Changes to bank details for suppliers confirmed in writing. 						
18.	Payroll	2	B	M	<ul style="list-style-type: none"> Computerised payroll system used Monthly review of payroll records by a member of the Finance & HR Committee undertaken Payments now made by BACs through Unity. 2 councillor signatories to approve payments after review of payroll records. 		3	C	L		
19.	Debit & Fuel Cards	2	B	M	<ul style="list-style-type: none"> Debit and Fuel Card policy introduced. Invoices provided to evidence the spending and reported to Full Council 		3	C	L		
20.	Petty Cash	2	B	M	<ul style="list-style-type: none"> Float is responsibility of one member of staff 		3	C	L		

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					<ul style="list-style-type: none"> Receipts required for all expenditure Review undertaken. 2 signatures required for all spending. Monthly analysis of spending and reconciliation to accounts. 						
21.	Bad debts	2	B	M	<ul style="list-style-type: none"> Write off bad debts approved by Full Council. 		3	C	L		
22.	Coronavirus – loss of income	2	A	H	<ul style="list-style-type: none"> Cost savings likely to cover loss of club rents 		2	B	M		
REGULATORY / STATUTORY / CONTRACTUAL											
23.	Breach of Health and Safety Responsibilities	1	A	H	<ul style="list-style-type: none"> Public and Employers Liability insurance in place Health and Safety Policy in place and regularly reviewed Review of system, policies and processes undertaken 		1	B	M		
24.	Breach of employment legislation	2	A	H	<ul style="list-style-type: none"> Review of policies and procedures undertaken Benchmarking and review of pay and benefits undertaken Policies updated regularly as required 		2	B	M		

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25.	Breach of contractual obligations	1	A	H	<ul style="list-style-type: none"> Contracts prepared in conjunction with legal advisors. All staff have signed employment contracts. 		1	C	M		
26.	Breach of regulations governing Local Councils	2	A	H	<ul style="list-style-type: none"> Qualified Clerk in post KALC membership for advice SLCC membership for advice Declarations of interest documented Achieved Quality Council status 		2	B	M		
27.	Adoption and adherence to the Code of Conduct	2	B	M	<ul style="list-style-type: none"> Each Member provided with a copy of the Code of Conduct Training offered to all Councillors Disclosable Pecuniary Interest published on Council website. 	<ul style="list-style-type: none"> Review of all DPI forms being undertaken 	2	C	L	Clerk	March 2021
28.	Coronavirus	1	A	H	<ul style="list-style-type: none"> No face-to-face meetings taking place Office staff working from home Grounds staff work separately in an outdoor setting PPE supplied to staff Government guidance followed as appropriate 		1	C	M		

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					<ul style="list-style-type: none"> • Equipment is not shared • Ground staff do not share indoor space • Ground staff do not travel together in the truck • Ground staff take asymptomatic testing regularly • Staff self-isolate as required 						
SERVICES											
29.	Burial Grounds – breach of regulations and contractual rights	1	B	H	<ul style="list-style-type: none"> • Records maintained and kept up to date • Cemetery regulations reviewed. • Continuing staff training undertaken • Transfer of Exclusive Right of Burial introduced. • Thorough review of records being undertaken 		2	B	M		
30.	Burial Grounds – Disputes and complaints	1	B	H	<ul style="list-style-type: none"> • Records maintained and kept up to date • Historical records reviewed and corrected when necessary • Annual review of fees undertaken 		2	B	M		

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					<ul style="list-style-type: none"> • Sensitive handling of bereaved members of the public • Individual risk assessments undertaken for each site 						
31.	Memorials – injury to members of the public	2	B	M	<ul style="list-style-type: none"> • Regular memorial safety testing now in place • Recommendation to undertake remedial works for high priority memorials 	<ul style="list-style-type: none"> • Improved record keeping being considered 	2	C	L	Deputy Clerk	Dec 2021
32.	Allotments – breach of regulations and contractual rights	2	A	H	<ul style="list-style-type: none"> • Regular site inspections undertaken • Vacant plots maintained and kept tidy. • Liaison with allotment plot holders’ group to discuss issues • Individual risk assessments undertaken for the site • Staff training undertaken 		2	B	M		
33.	Trees	1	A	H	<ul style="list-style-type: none"> • Tree management policy in place • Annual Visual Tree Assessments undertaken by qualified contractor and recommendations actioned 		2	B	M		

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					<ul style="list-style-type: none"> Regular inspections introduced including those following extreme weather conditions. 						
34.	Coronavirus – restrictions	2	A	H	<ul style="list-style-type: none"> Risk assessments undertaken for each area Regular updates received from NALC/KALC/SLCC Restrictions followed and facilities closed if appropriate Signage / stencils informing members of the public of restrictions Attendance at funerals controlled by funeral directors 		2	B	M		
OFFICE & ADMINISTRATION											
35.	Computer Failure	1	B	H	<ul style="list-style-type: none"> Regular backups taken and kept off site Cloud storage of documents implemented Virus protection updated regularly Cyber insurance cover in place. 		1	C	M		