NORTHILL PARISH COUNCIL

NORTHILL PARISH COUNCIL RISK ASSESSMENT

NOTES

"The greatest risk facing the local authority is not being able to deliver the activity or services expected of the Council."

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the pace or practices. 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, making sure that all employees are made aware of the results of risk assessment.

This document has been produced to enable Northill 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, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
1.Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance. Loss of paper/electronic records.	H	In the event of long-term incapacity of a Clerk, the Chairman to contact BATPC for advice/stand-in Clerk. In the event of loss or theft of records, consideration should be given to the purchase of fireproof container(s). Backups of electronic records to be made regularly and stored separately.	Council has purchased a fireproof safe for the storage of cemetery records.
2.Precept	Adequacy of precept. Requirements not submitted to CBC. Amount not received from CBC	L L L	To determine the precept amount required, the Parish Council regularly receive budget update information and the precept is an agenda item at full Council. At the precept meeting Council receives a budget update report, including actual position and projected position to the end of the year and indicate figures or costings obtained by the Clerk. With this information the Council determines the required monies for revenue costs and capital projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from CBC. This figure is submitted by the Clerk electronically to	Existing procedures are adequate.

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			CBC. The Clerk informs Council when the monies are received.	
3.Financial records	Inadequate records. Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations for adequacy and improvement annually.
4.Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The Parish Council has two bank accounts (current and interest) plus a fixed term (One Year) savings account reinvested in July 2025. Cheques require three signatures; DM/RS/ST/GH and TD are signatories (mandate says Clerk plus two councillors to sign cheques and online payments). Online payments are now being made, these need authorisation by the Clerk and 2 other signatories. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives; these are dealt with immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations and bank signatory list, especially after an election or resignation of Councillor. Monitor the bank statements monthly.
5.Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked promptly. Petty cash was paid into the current account as the need for it has disappeared	Existing procedure adequate. Review the Financial Regulations annually.
6.Reporting and auditing	Information communication Compliance	L M	A statement of payments made and to be approved is produced for each Council meeting. Quarterly budget review is presented to Council. Bank reconciliation is done monthly, and statements produced for signature. The reconciliations and statements are signed at F&GP meetings. An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Re instatement of monthly reconciliations to commence from June 2012, backdated to start of financial year. 1/4ly budget reviews
7.Direct costs Overhead expenses Debts	Goods not supplied but billed Cheque payable incorrect Unpaid invoices	L L L	The Council has Financial Regulations which set out the requirements. Council approves the list of requests for payment. Unpaid invoices to the Council for services are pursued.	Existing procedure adequate. Review the Financial Regulations annually.
8.Grants receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off	Procedure would need to be

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			grants would come with terms and conditions to be satisfied.	formed, if required.
9.Charges Rentals receivable	Receipt of lease rental Insurance implication	L	Currently there are no leases or rentals. Burial fees are reviewed annually and increased if appropriate.	Existing procedure adequate.
10.Best value accountability	Work awarded incorrectly Overspend on services	L M	Northill Parish Council practice is to strive to seek 3 quotations for any substantial work required to be undertaken or goods.	Existing procedure adequate. Include when reviewing Financial Regulations.
11.Salaries, pensions and associated costs	Salary paid incorrectly Wrong deduction of NI and Tax/pensions Unpaid Tax and NI contributions to the Inland Revenue	L L L	The Parish Council authorises the appointment of the Clerk. Salary rates are reviewed annually and applied on 1 April each year. Salary analysis and slips are produced by the Clerk together with a schedule of payments to the Inland Revenue (for tax and NI payments). HMRC Real Time Information programme is used for monthly submissions. The Clerk keeps a timesheet and has a contract of employment and job description.	Existing appointment and payment system is adequate. Procedures for complaints procedure and annual specifics for reviews of salary adequate.
12.Employee	Fraud by employee Actions taken by staff	L L	The requirement of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate. Purchase of revised books. Monitor safety requirements and insurance regularly.
13.Councillor allowances	Councillors over-paid Income tax deduction	Negative	No allowances are allocated to Parish Councillors	No procedure required
14.Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When election due CBC provide an estimate of costs for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.	Consider budgeting funds for allocated reserve annually towards election costs.
15.VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate
16.Annual return	Submit within time limits	L	The Clerk completes the Annual Governance and Accountability Return and along with the Governance Statement it is approved by Council within timescales set by External Auditor. Public notices are posted as per regulations.	Existing procedure adequate
17.Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at full Council Meetings.	All councillors to be provided with a copy of powers for reference purposes at meetings.

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18. Minutes/Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct
19.Members Interests	Conflict of Interests Register of Members Interests	L M	Declarations of interest on agenda items recorded in the minutes. Register of Members Interest forms should be reviewed regularly by Councillors and any amendments notified to proper officer.	Existing procedure adequate. Members take responsibility to update their Register.
20. Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure fidelity checks are in place.	Existing procedure adequate Review insurance provision annual Review of compliance
21.GDPR	Policy Provision	H	The Council is registered as a data controller with the Data Protection Agency. F&GP committee/full council monitor and report on impact of requests made under GDPR.	Renewal required annually.
22. Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. Most documents are available on the website. Freedom of information requests to be assessed and responded to by Clerk as appropriate within regulations and in compliance with statutory time limits. F&GP committee/full council monitor and report on impact of requests under Freedom of Information Act.	Existing procedure adequate
PHYSICAL EQUIPMENT OR AREAS				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
23. Assets	Loss or damage Risk/damage to third party property or individuals	L	An annual review of assets should be undertaken	Existing procedures adequate Review asset register, insurance provision
24. Maintenance	Poor performance of assets or amenities Loss of performance Risk/damage to third	L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actions/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. All public amenity	Existing procedure adequate. Ensure inspections are carried out.

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	parties		land is inspected regularly.	
25. Notice Boards	Risk/damage/injury to third party	L	The Parish Council is responsible for 5 notice boards. The locations have approval by the relevant parties. The notice boards are inspected regularly, and any repairs/maintenance requirements brought to the attention of the Parish Council.	Existing procedure adequate
26. Street furniture	Risk/damage/injury to third parties	L	This Parish Council is responsible for several benches, a bus shelter and various fencing and gates. These items are all covered by insurance. Quarterly inspections carried out; all reports of damage are reported to the Council and dealt with.	F&GP committee to inspect and report maintenance requirements during normal meetings.
27. Meeting location	Adequacy Health & Safety	L M	Parish Council meetings are held physically they are held in the village halls. All premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Venues were reviewed for 2026 and PC meetings will alternate between Ickwell Village Hall and the Methodist Church Hall, Upper Caldecote	Meeting venues have been reviewed for 2026.

Signed: ………………………………………………….(Chairman) Signed: ………………………………………………..(Clerk) Dated: