

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Albrighton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Impact Type	Subject	Identified Risk	Pre-Mitigation Impact	Pre-Mitigation Probability	Pre-Mitigation Risk Score	Management and Mitigation Controls Applied	Post-Mitigation Impact	Post-Mitigation Probability	Post-Mitigation Risk Score	Further Action Required	Post further action Mitigation Impact	Post further action Mitigation Probability	Post further action risk score estimate	Risk Owner
Financial	Fraud by staff	TIART Council employees defraud the Council.	3	2	6	Employees are line-managed by the Clerk. Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Finance reports presented. End of Year information reported/internal and external audit controls.	3	1	3	None - Existing procedures meet requirements.	3	1	3	Clerk
Financial	Insurance	TIART insurance procured by the Council is inadequate, comes at inordinate cost or is non-compliant with Local Government requirements.	3	2	6	An annual review is undertaken of all insurance arrangements to include: <ul style="list-style-type: none"> •Employers and Employee liabilities •Fidelity •Public Liability •Assets and Equipment 	3	1	3	None - Existing procedures meet requirements.	3	1	3	Clerk
Financial	Personal Injury Claim	TIART the Council faces a claim for damages from an employee, councillor, volunteer or member of the public as a result of H&S negligence	3	3	9	APC holds insurance to protect it from public injury claims.	3	1	3	None - Existing procedures meet requirements.	3	1	3	Clerk
Financial	Expenditure incurred without approval	TIART the Council incurs expenditure without adequate oversight or approval.	3	2	6	Parish Council finance expenditure is authorised only by the Clerk, Clerk & Chairman, Finance Committee or Full Council. No Councillor is allowed to interfere with the finances of the council or to put any undue influence on the Clerk regarding financial matters. Code of Conduct refers.	3	1	3	None - Existing procedures meet requirements.	3	1	3	Clerk
Financial	Milfields Open Space Management	TIART the Council could underestimate the cost of management and maintenance of the Public open Space (POS) at the Milfields development if and when it agrees to take on the risk and responsibility from Boningale Homes.	3	2	6	The Council has established a Working Group to collect expertise to ensure that the cost of management and maintenance of the POS at the Milfields Development is not underestimated.	3	1	3	None - Existing procedures meet requirements.	3	1	3	Chairman
H&S	Employee, Councillor and Volunteer Health & Safety	TIART employee, Councillor or volunteer health and safety is compromised through activity undertaken by the Council.	3	2	6	H&S Policy established by Council. All employees, councillors and volunteers are adequately advised of all aspects of H & S. Relevant to everyone, working or volunteering. Individual risk assessments are held complying with GDPR. Regular monitoring is in place and meets requirements.	3	1	3	None - Existing procedures meet requirements.	3	1	3	Clerk
H&S	Public Health & Safety	TIART public health and safety is compromised through activity undertaken by the Council or through the failure of its assets.	3	2	6	All contactors or volunteers undertaking Council Business are required to comply with Council H&S policy. Risk assessments are undertaken where necessary. APC holds insurance to protect it from public injury.	3	1	3	None - Existing procedures meet requirements.	3	1	3	Clerk
H&S	Fire in Library	TIART visitors in the library will not be able to exit the library in the event of a fire	3	2	6	The library has a fire plan and designated safety point. Visitors are briefed on the safety plan and instructed where the safety point is (across the road by Petals). Employees working in the library are informed as to who the fire warden is (Sarah Roberts or Joanne Oliver)	3	1	3	None - Existing procedures meet requirements.	3	1	3	Clerk
H&S	Safety of parking at entrance to library	TIART visitors, especially children, are at risk of injury from cars parking adjacent to the library entrance.	3	2	6	Staff have access to, and can place, cones and a stop sign to stop parking on the access points.	3	1	3	None - Existing procedures meet requirements.	3	1	3	Library Staff

H&S	Hot water in the library	TIART visitors, especially children, are at risk of scalds or burns from tea and coffee equipment.	3	2	6	Only staff fill the kettle to ensure no overfilling, hot drinks are kept in the meeting room away from other visitors to the library. Staff signpost that drinks are not to be taken out of the meeting room to ensure a safe environment for children. Staff where possible co-ordinate making drinks themselves to minimise risk. A first aider attends every session to ensure safety.	3	1	3	None - Existing procedures meet requirements.	3	1	3	Library Staff
Reputational	Members interests	TIART members interests conflict with those of the Council or the community	3	2	6	Declarations of interest by members at Council meetings. Register of members interests' forms reviewed regularly and passed on to the local authority. Members take responsibility to update register when required	3	1	3	Action Required - Existing procedures should be reviewed at FCM annually appointing new 'outside body' representatives to charitable organisations	3	1	3	Clerk
Financial	Precept	There is a risk that (TIART) the precept will not be adequate for the Council to carry out its statutory duties.	3	2	6	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year. With this information the Council maps out the required monies for standing costs and 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 Shropshire Council. The figure is submitted by the Clerk in writing.	2	1	2	None - existing procedures ensure that an accurate precept is requested	2	1	2	Chairman
Financial	Financial Records	TIART the Council does not adequately record its financial transactions and that any accounting irregularities remain invisible.	2	2	4	The Council has Financial Regulations which sets out the requirements for financial record keeping. APC holds an annual review of Financial Regulations.	2	1	2	None - existing procedures are considered adequate	2	1	2	Clerk
Financial	Banks and banking	TIART the Council does not adequately control access to its bank accounts or have adequate processes to account for bank balances	3	2	6	The Council has Financial Regulations which set out banking requirements, including monthly reconciliation/reports presented at Parish Council meetings. Chair of Finance & HR committee checks accounts, petty cash, and bank reconciliations monthly. Signatories for all accounts are minimised and up to date. If staff / councillors leave amendments are immediately actioned on all bank accounts to ensure security.	2	1	2	None - Existing procedures ensure that banking controls are followed.	2	1	2	Clerk
Financial	Reporting and Auditing	TIART the Council does not adequately report its finances and its cash holdings and that audits do not provide a clear assessment of the Council's financial position.	2	2	4	Financial reporting is a monthly agenda item (Finance Report). Members can discuss, question, review financial matters during the monthly Finance Committee and Parish FCM.	2	1	2	None - Relevant procedures in place.	2	1	2	Clerk
Financial	Best-value procurement	TIART the Council awards contracts incorrectly, overpays for services or does not extract adequate value from its contracted service providers.	2	2	4	Financial Regulations followed. 3 quotations/estimates are obtained where required. Financial controls are undertaken and monitored. Procurement procedures are followed. Following Parish Council approval, where possible, local trades people are awarded contracts/work.	2	1	2	Action Required - Ensure procurement procedures are included in financial regulations.	2	1	2	Clerk
Financial	Salaries and associated costs	TIART the Council does not pay its staff or NI/PAYE taxes correctly.	3	2	6	Contracts of Employment are in place for all employees. Contract in place for payroll which is provided by Shropshire Council. Annual review of salaries is undertaken before Annual Precept is agreed. Financial Report to Members. HM Revenue and Customs 'real-time' procedures followed for NI and PAYE. Annual returns completed by outsourced payroll and APC to pay online within the required timescale. HM Revenue and Customs controls and checks	2	1	2	None - Existing procedures cover all risks.	2	1	2	Clerk
Financial	VAT reclaim	TIART the Council does not charge VAT when it can or reclaim all the VAT that it can.	2	2	4	The Council's Financial Regulations set out the procedures to be followed; VAT is reclaimed on HMRC 216 form annually as agreed by the Council at each May meeting. The Auditors check whether the VAT reclaim is fullsome and accurate. The Realtus system highlights items where VAT should be reclaimed.	2	1	2	None - Existing procedures meet requirements.	2	1	2	Clerk

Financial	External Audit Annual Return	TIART the Council does not submit financial documentation within time limits.	2	2	4	External Audit Annual Return completed and signed by the Council, submitted to internal auditor for completion and relevant checks. The Clerk ensures that further requests from the External Auditor are responded to promptly and reported to the Full Council.	2	1	2	None - Existing procedures meet requirements.	2	1	2	Clerk
Financial	Legal Powers	TIART the Council undertakes activity or makes payments that are illegal or outside of its powers.	2	2	4	All activity and payments within the powers of the Parish Council are resolved/approved at full Council Meetings. Controls presented through monthly finance committee reports.	2	1	2	None - Existing procedures meet requirements.	2	1	2	Clerk
Financial	Freedom of Information (FOI)	TIART the Council expends unaffordable resource on FOI compliance.	2	2	4	The Council has a Model Publication scheme in place. Any requests made under FOI are monitored. Fees for information are based on time management in obtaining such information. FOI requests are monitored and actioned as necessary on receipt.	2	1	2	None - Existing procedures meet requirements.	2	1	2	Clerk
Financial	Loss of, or damage to, Council-owned assets	TIART Council-owned assets are lost or damaged.	3	2	6	Assets valued at over £500 are insured. Mid and annual review of assets are undertaken by a nominated staff member and councillor which is then discussed at committee level prior to FCM annually.	2	1	2	Action Required - The Council needs to consider whether individual Council Officers or Councillors should be responsible, as 'guardian' for key assets .	2	1	2	Clerk
Financial	Loss of, or damage to, Third-Party-owned assets	TIART through Council activity, third party-owned assets are lost or damaged.	3	2	6	Any property(ies) leased to APC are maintained under the agreements established with the lessor and APC holds all relevant insurances to mitigate risks.	2	1	2	None - Existing procedures meet requirements.	2	1	2	Clerk
Financial	Asset Maintenance	TIART Council assets and their value could be compromised through innappropriate or ineffectual maintenance.	3	2	6	All assets owned by the Parish Council are regularly inspected, reviewed, and maintained. All repairs and relevant expenditure relating to repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. An annual inspection of all electrical equipment is carried out and all equipment is PAT tested. Reported faults/damage are dealt with promptly under the Clerk's delegated responsibilities. Assets are insured. The Hiscox-Gallagher contract is reviewed annually.	2	1	2	None - Existing procedures meet requirements.	2	1	2	Clerk
Financial	Council Records; Paper	TIART the Council loses its paper records through fire, theft or damage.	2	2	4	Financial records of the Parish Council are stored for 7 years, all other documents are stored for 2 years or kept if they are still relevant or legal powers deem we must keep them on file. These are stored at the Council office; all other records are stored securely within archives at Shropshire Council. Records include historical correspondences, minutes, insurance policy and information, bank records, policies, data protection records, Members declaration of interests and networked PCs and printers. All documents are kept secure in a locked cupboard.	2	1	2	Action Required - Council Officers to commence, as resources allow, the scan of key non-financial documents so that they cannot be lost.	2	1	2	Clerk
Financial	Council Records; Digital	TIART the Council loses its digital records through fire, theft or computer corruption.	2	2	4	The Parish Council electronic records are stored on the Council Computer held in the Council Office. Back-ups of electronic data are made at regular intervals and stored on the 'cloud'. Backups are automatic and checked by J Finch, the Council's computer support contractor.	2	1	2	None - Existing procedures meet requirements.	2	1	2	Clerk
H&S	Safe navigation in the library	TIART the safety of physically impaired visitors could be compromised whilst moving around the library	2	2	4	The layout is designed for ease of access. Library equipment preventing safe movement is moved, where practical and possible to make a larger space for visitors	2	1	2	None - Existing procedures meet requirements.	2	1	2	Library Staff
H&S	Safe navigation in the library	TIART visitors could trip or fall over chairs, equipment or stools whilst moving around the library	2	2	4	The layout is designed to make users aware of any hazards and has plenty of space to navigate around chairs . Library staff ensure all stools and equipment are in proper places and that a first aider is on site	2	1	2	None - Existing procedures meet requirements.	2	1	2	Library Staff

