



PUCKLECHURCH PARISH COUNCIL

Pucklechurch Parish Council Risk Assessment Schedule 2024/25

INSURANCE

Risk Description	Measures Taken	Recommendations/Controls	Action as required
Damage to third party property or individuals Risk to third party as a consequence of providing a service	Employers' Liability and Public and Products Liability insurance. Regular checks and maintenance of physical assets.	Annual check prior to renewal on level of cover in place by council and RFO recorded in minutes. Complaints/issues actioned and reported to council Agreed delegation for emergency repairs and expenditure by the Clerk	15/5/24 Records held by clerk Emergency repairs reported to council
Protection of Council properties, furniture and equipment	Appropriate Insurance Asset Register	Annual review of risk and adequacy of Insurance cover at annual meeting. Register of Assets maintained in accordance with Proper Practices and reviewed annually	15/5/24 Physical check April 2024
Insolvency of insurance company	Use of one of the largest companies providing specialist cover for Local Councils, as recommended by Avon Local Councils Association (ALCA)	Free legal service and advice from National Association of Local Councils and Avon Local Councils Association	Appointed Clear councils
Loss through theft or dishonesty of staff or members	Appropriate Fidelity insurance	Annual review of Fidelity Guarantee and adequacy of cover Thorough vetting of job applicants, references taken up and staff reviews. Internal financial controls	15/5/24
Personal Accident to Members and Officers Assault to Officers	Appropriate Employers' Liability and Public and Products Liability insurance	Annual check on level of cover in place by council and RFO	15/4/24

ASSETS

Risk Description	Measures Taken	Recommendations/Controls	Action as required
Playgrounds	Weekly play equipment checks by qualified person	Play equipment and defibrillators checked by Maintenance Contractor on a weekly basis and faults reported to Clerk. ROSPA qualified professional commissioned	Checklist held by clerk



PUCKLECHURCH PARISH COUNCIL

	Annual independent inspection by qualified professional	Play area working group	Reported to council Report on website
Damage to and safety of seats, bins and fencing etc.,	Regular maintenance by appointed contractor Reports from members of the public	Councillors/ contractor report any problems to Clerk Reported, investigated and actioned as needed	Records held by clerk Reports to council
Emergency situations when using public buildings e.g. fire	Mobile phone on-hand to summon assistance Location of fire exits made known	Procedures in place to deal with this in the Council's Standing Orders. Members trained in conflict resolution	ongoing
Disturbance by member of public in a Council meeting	Managed in line with Standing Orders		
Allotments	Work with Allotment Association affiliated to National Allotment Society	Annual tenancy agreements and handbook with safe operating practices. Dedicated allotment page on council website Independent allotment committee H&S and risk review of allotment site	Website
Health and Safety	Dedicated Councillor with relevant H&S knowledge to lead on H&S matters	Risk assessments of burial ground Liaise with Pucklechurch Community Association to meet lease requirements for H&S matters Where required professional advice will be sought.	Minutes

FINANCIAL RISKS AND CONTROLS

Risk Description	Measures Taken	Recommendations/Controls	Action as required
Awareness of and annual review of Financial & Standing Orders	Review of Financial & Standing Orders in line with legislation	At annual council meeting	recorded in minutes
Review of contracts and performance (where appropriate)	Review in line with agreed contracts	Council review and approve actions	recorded in minutes



PUCKLECHURCH PARISH COUNCIL

Procedures in place for recording and monitoring members' interests, gifts and hospitality received Compliance with Code of Conduct	Register of Interest completed by each Member of the Council Gifts and hospitality are not accepted Disclosure of interests Signing the acceptance of office commits to adhering to Code.	Registers of Interest held by South Gloucestershire Council (SGC) NB – This is the responsibility of individual Councillors. Recorded every meeting Council signatory to Civility and Respect pledge Roles and Responsibilities of Councillors published on website	Link from council website to SGC In minutes Reaffirm at annual meeting
Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and approval of pending expenditure every month Records kept in accordance with Proper Practice and relevant legislations including Accounts and Audit Regulations	Financial regulations adopted and reviewed annually Annual Internal Audit by suitable professional Annual External Audit Officer training	15/5/24
Payments supported by invoices, authorised and minuted.	Invoices supplied to authorising councillors for checks prior to approving on-line payments set up by the clerk/RFO	Payment schedule approved by council prior to payment Payments recorded in minutes	Recorded in monthly minutes
Scrutiny of internet bank payments including authorisation procedures	Payments made in line with agreed on-line payment process	Clerk inputs details & 2 councillors authorise payments according to approved schedule and invoices	monthly
Scrutiny of grants awarded by the Council	Payment list presented after grants awarded	Grants paid in line with agreed on-line payment process	Recorded in minutes and on accounts page of council website
Banking Arrangements	Monthly bank reconciliations Unity online banking All payments in line with Financial Regulations	Formal approval of reconciliation to bank statements Reconciliations periodically verified and signed off by a non-authorising Councillor Payments made in line with agreed on-line payment process above.	Recorded in minutes



PUCKLECHURCH PARISH COUNCIL

Failure to collect rents from Council's leases and allotments	Regular monitoring of income received Annual allotment agreements issued 1 st April.	Reports to council Annual Internal and External Audit Register maintained and monitored	In minutes
Budget setting process in accordance with Proper Practices	Budget process commences October Adequate reserves in line with proper practice	Detailed consideration of proposed budgets in line with business planning, Budget approved by council Formal notification of precept to South Gloucestershire council.	In minutes
CIL income and expenditure	Recorded appropriated in accounts in accordance with legislation	Unspent funds retained in earmarked reserves Annual return to South Gloucestershire Council	In minutes
Budget monitoring	Quarterly statements to Parish Council comparing income/expenditure to budget	Council approval Recorded in minutes and in accounts information on website	In minutes
Delegated Powers	Identified and approved by council	Annual review	Published on website
Complying with restrictions on borrowing	Borrowing approval authorised by Council in line with current restrictions	Guidance from National Association of Local Councils and ALCA	Currently N/A
Payroll Fair pay for staff	Payroll outsourced to professional payroll company Salaries set in accordance with NALC/SLCC recommended scales	PAYE/NIC/Pension produced by PATA Payroll checked, approved and authorised by council Regular reviews to ensure salary meets changing demands of role	In minutes Last review 2024/04/10 5e.
Unfair dismissal claims	Grievance and Appeals procedure	Grievance and Appeals procedure in place	website
Exercise of public rights of inspection	Accounts published in accordance with proper practice Publication scheme	Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations	website
Loss of Income, or the need to provide essential services	Reserve in the budget	Levels agreed by council as part of annual risk assessment process	Minutes website
VAT	VAT identified and recorded VAT reclaimed as a minimum on an annual basis	Record keeping in accordance with legislation VAT returns reported to council	Minutes Internal audit



PUCKLECHURCH PARISH COUNCIL

Supplies and Services provided to the Council	<p>Contract for services advertised and awarded in line with Standing Orders and Financial Regulations. Use of Contract Finder for contracts over £30K in line with legislation</p> <p>Ensure Contractors have adequate insurance and public liability cover</p>	<p>All contracts ratified by Council Copy of insurance certificate supplied before award of contract</p>	website
---	--	--	---------

OTHER CONTROLS

Risk Description	Measures Taken	Recommendations/Controls	Action as required
Ensuring all requirements met under employment law	Employment contracts for all staff	Councillors made aware of their responsibilities as an Employer. Councillor training	Staffing working group
Ensuring all business activities are within legal powers applicable to local council	Councillor and staff training All expenditure referenced to appropriate legislation	Provide adequate training budget Council resolved it meets the conditions of the general powers of competence 17/5/23.	Internal audit / External audit
Failure of Computer system	Remote hosting Virus protection	via Microshade and password protected Microshade provided virus protection	Ongoing contract
Compliance with Data Protection Legislation	Annual review	ICO registration Review of FOI and SAR requests	March 2024 15/5/24
Model Publication Scheme up to date	Annual review	Annual review	15/5/24
Annual review of GDPR policies	Annual review	Annual review	15/5/24
Compliance with Website Accessibility Requirements:	Annual review	.gov.uk website and dedicated .gov.uk email addresses for councillors and officers Website Security Certificate Accessibility statement on website	See website
Responding to consultation invitations,	Consultation documents presented at Council meeting to formulate response	Agreed action minuted Delegated powers in place	minutes



PUCKLECHURCH PARISH COUNCIL

including commenting on planning applications			
Breach of Confidentiality	Procedures for dealing with confidential data Password protected computer systems	Appropriate use of Standing Orders for taking in private session with resolution to exclude the public	minutes
Proper, timely and accurate reporting of Council business in minutes	Draft minutes circulated to councillor Minutes approved by council at next meeting of Council and signed by chair	Draft minutes on website until replaced by approved minutes Signed copy held by clerk Remote backup	Internal Audit
Document control – correspondence, storage and filing, etc.	Correspondence held in accordance to legislation Filing systems maintained in lockable metal cabinets.	Remote back up for electronic papers The production and storage of physical documents is restricted as far as possible. Storage of old documents at Gloucester Archives	Remote hosting
Changes to legislation and procedures	Provide effective training for Staff and Councillors	Professional membership of SLCC by Clerk Provide adequate budget for training Training record	Renewed April 2024 In budget Website

Reviewed and re-approved 15/5/24