

## Kingsnorth Parish Council – Risk Assessment

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

This document has been produced to enable Kingsnorth 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.

FINANCE AND MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Parish Office. Regular back-ups of files are made to an external source. In the event of the Parish Manager being indisposed the Assistant Parish Managers will deputise on basic opening and running of the Parish Office with assistance from Councillors. In the event of the Caretaker being indisposed the Assistant caretaker will deputise.	Existing procedures adequate. Review when necessary.
Precept	Adequacy of precept Requirements not submitted to Ashford Borough Council Amount not received from Ashford Borough Council	L L L	The Parish Council receives budget update information monthly. At the annual precept meeting the Parish Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Parish Manager. 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 Ashford Borough Council. The figure is submitted to Ashford Borough Council by the Parish Manager in writing. The Parish Manager informs the Parish Council when the monies are received.	Existing procedure adequate.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements. Internal auditor carries out audit annually and reports any discrepancies which are corrected.	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and banking	Inadequate checks Bank mistakes	L L L	The Council has Financial Regulations that set out the requirements for banking, cheques, and reconciliation of accounts. If the bank makes an error this would be discovered when the Parish Manager reconciles the bank accounts once a month when the statements arrive; this would be dealt with immediately by informing the bank and awaiting their correction. The Parish Manager reviews the banking arrangements	Existing procedure adequate. Review the Financial Regulations bank signatory list when necessary and especially after an AGM and an election. Monitor the bank statements monthly.

regularly.

**FINANCE AND MANAGEMENT**

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Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations that set out the requirements. Cash received is banked within 3 banking days. The Council's insurance policy has a Fidelity Guarantee.	Existing procedure adequate. Review the Financial Regulations when necessary. Ensure Fidelity Insurance is adequate.
Reporting and auditing	Information communication Compliance	L  L	A budget monitoring statement is produced at each Council meeting. A full list of payments and receipts and cheques to be signed is provided at the meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented. Council should regularly audit internally to comply with the Fidelity Guarantee. Internal auditor carries out audit annually	Existing communication procedures adequate. Council annually to appoint a Councillor to check financial records for Fidelity compliance
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Unpaid invoices	L M L L	The Council has Financial Regulations that set out the requirements. The Parish Manager checks each invoice for receipt of goods and accuracy. Each invoice is attached to the appropriate cheque and checked and countersigned by both signatories. Unpaid invoices to the Parish Council are pursued and where possible, payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate. Parish Councillors request a copy of S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council receives a regular grant from Ashford Borough Council annually paid in two instalments. Receipt is reported to the Council at the next meeting of the Council. Any one-off grants awarded would come with terms and conditions to be satisfied.	Existing procedures adequate.
Charges - Rentals payable	Payments of leases/rentals	L	The Parish Council presently pays £250 per month to Kingsnorth Recreation Centre Trustees for rental of Parish Office at Kingsnorth Recreation Centre.	Paid quarterly.
Charges - Rentals receivable	Receipt of rental Insurance implication	L M	Football Pitch - The Parish Manager issues an annual agreement for usage and both parties sign the agreement and the Parish Council copy is held in Parish Council records. Payment is received by cheque and banked. The Parish Council is notified accordingly. The Football Clubs arrange	Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received.

			their own insurance and provide a copy to the Parish Council each year.	
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Best value Accountability	Work awarded incorrectly Overspend on services	L M	As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Parish Manager would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Review Financial Regulations regularly.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	The Parish Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid each month and reported to the Council. The Tax and NI contributions due are reported to the Council and signed off quarterly. The tax and NI is worked out by a Payroll agency using information supplied by the Parish Manager or Assistant Clerk (Finance). All Tax and NI payments are submitted in the Inland Revenue Annual Return. The Caretaker, and Assistant Clerks submit a time sheet showing work completed. This is checked by the Parish Manager, The Parish Manager keeps a record of hours worked and has a contract of employment and job description.	Existing appointment and payment system are adequate. Staffing Committee to oversee where necessary.
Parish Manager/Other workers (casual)	Loss of Parish Manager Fraud Actions undertaken Health & Safety	L L L M L  M	A contingency fund should be established to enable training for the CiLCA qualification in the event of the Parish Manager resigning. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Parish Manager should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Grounds staff are provided with adequate direction and safety equipment needed to undertake the role, ie. protective clothing and training. Risk of injury to grounds staff use of machinery and training – Grounds staff are provided with training and with mobile telephones with GPS tracking.	Include in financial statement when setting precept. Existing procedure adequate. Purchase reference books where necessary. Membership of the SLCC. Monitor working conditions, Safety requirements and insurance regularly. Staffing Committee to oversee where necessary.

Councillor allowances	Councillors over-paid Income tax deduction	L	The Chairman has a budgeted annual allowance that is used if necessary, for sundry items. Any expenses are claimed by presenting the relevant receipt to the Parish Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Parish Council. Allowances are allocated to other Parish Councillors.	Existing procedure adequate.
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Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Parish Manager will obtain an estimate of costs from the Borough Council 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.	Existing procedure adequate.
VAT	Re-claiming/charging	L L	The Council has Financial Regulations that set out the requirements. VAT regulations are followed, and refund claims made every 6 months.	Existing procedure adequate
Annual return	Submit within time limits	M	Employer's Annual Return is completed and returned by the Payroll Agency to the Inland Revenue within the prescribed time frame. Annual Governance and Accountability Return (AGAR) is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit. An extension is requested if required	Existing procedures adequate.
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 Parish Council Meetings.	All activities and payments minuted.
Council records - paper	Loss through: theft fire damage	L	The Parish Council records are stored at the Parish Office. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage Corruption of computer	L M	The Parish Council's electronic records are stored on computers at the Parish Office. Back-ups of the files are taken at regular intervals to an external source.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	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 annually. Review of compliance.
Data protection	Policy Provision	L	The Council is registered with the Data Protection Agency.	Ensure annual renewal of registration.

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Freedom of Information Act	Policy Provision	L L	The Council has a model publication scheme for Local Councils in place. The Council can request a fee for any information requested to cover the cost of consumables and the Parish Manager's time.	Monitor and report any impacts of requests made under the FOI Act.
Meeting location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at the Pavilion. The Caretaker holds a key. The premises and the facilities are adequate for the Parish Manager, Councillors and Public who attend from Health & Safety and comfort aspects. Regularly assessed by Caretaker.	Existing location adequate. Pavilion and Playing Fields Committee to oversee.

<b>ASSETS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Pavilion	Loss or Damage/Break in Risk/Injury to third party(ies)	M L L L	Burglar alarm fitted CCTV installed; area monitored by Ashford Borough Council Electrical equipment tested annually. Gas boiler serviced annually. Water Softener serviced annually. Area checked regularly for trip hazards. A defibrillator has been installed on the external wall of the pavilion Kingsnorth Community Café items under the supervision of Kingsnorth Community Café Trustees New Fire alarm system is in place and weekly checks are carried out along with a 6-monthly service by external contractor. Full legionella risk assessment and testing programme in place.	Existing procedure adequate Pavilion and Playing Fields Committee to oversee
Street Furniture, Playing Field Equipment Play Area Equipment Open Spaces MUGA Kestrel Park Play Equipment Riverside Close	Loss or Damage Risk/damage to third party(ies)/property	L L L L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular visual inspections of the Playing Field Riverside Close and Kestrel Park equipment by the Caretaker/ the Pavilion and Playing Fields Committee and problems reported to the Parish Manager. Play Area equipment annual inspection carried out by Play Inspection Co. MUGA inspected before and after each booked use CCTV covers some areas Footpaths and Rights of Way to be visually inspected by	Existing procedure adequate. Review insurance requirements annually. Pavilion and Playing Fields Committee to oversee where appropriate.

Play Equipment			Councillors on Open Spaces and Access Committee and discrepancies reported to the Parish Manager.	Access and Open Spaces Committee to oversee.
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Noticeboards	Risk/damage/injury to third parties Damage to equipment	L M	Parish Council has 12 notice boards sited around the Parish. All locations have approval by relevant parties, insurance cover, inspected regularly by the Parish Manager and Caretaker – All noticeboards securely locked, and any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Parish Manager and Caretaker	Existing procedure adequate.
Illegal Encampments Trespass Fly Grazing	Damage to grounds and property Loss of use of grounds and property	M M	Access to Playing Field limited by height barrier and bollards. Kestrel Park protected by bund and limited width access Riverside Close overlooked by residential properties Powers in place to apply for eviction. Powers in place to deal with fly grazed livestock.	Existing procedure adequate Access and Open Spaces Committee to oversee
Office Furniture and Equipment Computer Equipment	Employee Health & Safety	L	The Parish Office is carpeted and equipped with desks, chairs, and lockable storage furniture. Visually inspected by Parish Manager. There are 2 computers in the Parish Office, a shredder, kettle, telephone, and wireless router. All are PAT tested and set up with due regard to the physical comfort of the users. Parish Office door is fitted with a security device to control access to the office and protects workers when alone.	Existing procedure adequate
Maintenance Vehicle Maintenance Machinery	Loss or Damage Employee Safety	L M	Vehicle is fully insured and visually inspected every day. Record kept of mileage. Vehicle is parked overnight in locked car park. No tools stored in van overnight. Maintenance machinery is stored in a locked garage and alarmed workshop. Staff trained in use of all machinery. Staff issued with high vis clothing and protective footwear.	Existing procedure adequate
Website Security Misleading or inappropriate Content	Risk of website being hijacked Risk of inappropriate or libellous content	M L	Website hosted by an external company who maintains security and are overseen by the Communications Committee. Communications Policy in force for postings on website and social media sites. All postings to go through the Parish Manager. Restricted admin rights	Existing procedure adequate To be overseen by Communications Committee



<b>LIABILITY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Legal Powers	Illegal activity or payments  Working Parties taking decisions	L  L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedure adequate.  Monitor monthly.
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Parish Manager 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.
Public Liability	Risk to third party, property, or individuals	M	Insurance is in place. Risk assessments regularly carried out to comply with requirements.	Existing procedures adequate. Ensure risk assessments are carried out.
Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from the Kent Association of Local Councils.	Existing procedures adequate.
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Parish Manager to clarify legal position on proposals and to seek advice if necessary. Council receives and approves Minutes at monthly meetings. Retention of document policy in place.	Existing procedures adequate.
Safeguarding	Abuse of children or vulnerable adults using property controlled by Parish Council	L	Safeguarding policy in place. Individual training ongoing.	Existing procedures adequate

<b>COUNCILLORS' PROPRIETY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Members interests	Conflict of interest Register of Members interests	M M	Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Members' behaviour	Inappropriate or disturbing behaviour at meetings	L	Model Code of Conduct adopted	Existing procedure adequate