HANNINGTON PARISH COUNCIL RISK ASSESSMENT/MANAGEMENT

Adopted 4 May 2021

V5 reviewed & approved 10 July 2025 item 32/25

AMENITY SPACE: Green area in front of Nos 15-23 Queens Road (transferred service)				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Risk of harm to users through neglect of land	Medium	Medium	1	Regular mowing by grass cutting contractor (Own public liability).
Ownership	N/A	N/A	1	Swindon Borough Council.

AMENITY SPACE: Playground & surrounding area - Skinner's Close (transferred service)				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Risk of harm to users from negligence in upkeep of equipment or land.	Medium	Medium	1	Regular mowing by grass cutting contractor (Own public liability).
			2	Yearly inspection by RoSPA
			3	Regular inspection by Cllr Hodkinson who reports to the Council at the bi-monthly meetings for any action. Urgent action between meetings is reported to the Parish Clerk.
			4	Public Liability with Council's insurance.
Vandalism of equipment	Medium	Medium	1	Covered by Council's insurance.
			2	Inspections carried out by Cllr Hodkinson.
Ownership	N/A	N/A	1	Swindon Borough Council.

DOCUMENTS MANAGEMENT: Paper & Electronic				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Damage or loss due to fire or flood.	Medium	High	1	Document Retention policy used to ensure old documents are not stored at Parish Clerk or councillors' homes. Old records to either be stored at Swindon & Wiltshire History Centre or securely disposed of. Documents to be held in a filing cabinet, and if possible, in the upstairs part of the house.
			2	As per document retention policy, rolling disposal of items in place.
Loss due to computer failure	Medium	High	1	Documents held on USB. Backed up a minimum of once a week to Cloud Storage.
Loss of continuity due to Parish Clerk illness, leaving or dismissal.	Low	High	1	List of all logins and passwords held on a document on the Council USB/cloud drive. Password for this document & cloud drive held in a sealed envelope with the Chairman. To be opened by the Chairman and one other councillor, if logins/passwords are required.
			2	The Clerk has been provided with a dedicated laptop which belongs to the Council.
Data protection	Low	Medium	1	All data handled in accordance with the Councils Data Protection Policy.
			2	The Council is registered as a Data Processor with the Information Commissioner's Office (ICO).

FINANCIAL MANAGEMENT				
Identified Risk	**Probability Level**	**Effect Level**		**Management/Control of Risk**
Adequacy of precept	Low	High	1	The Parish Clerk prepares a draft budget annually, which is reviewed by the Council before a final approval by no later than January of each year.
			2	Precept request is submitted by the Parish Clerk by the return date set by Swindon Borough Council.
Mismanagement resulting in loss/unavailability of funds and inability to carry out Powers	Low	High	1	Financial Standing Orders - Reviewed and updated 1 May 2025.
			2	Financial regulations - Reviewed and updated 1 May 2025.
			3	Council Insurance (inc Fidelity).
			4	Annual budget prepared and approved at meeting.
			5	Monthly statement of finances presented to meeting and minuted.
			6	All payments presented to meetings for approval.
			7	Two councillors to sign cheques/authorise payments online. All invoices presented for checking prior to signature/authorisation.
			8	Accounts audited annually by internal auditor approved by the Council until the 2025/26 audit, and external auditor assigned by Smaller Authority Audit Appointments Ltd - Currently PKF Littlejohn LLP until 2026/27 audit. The Council is currently exempt from external audits as income/expenditure is below £25,000.
			9	Bank reconciliation checked at least three times a year by councillors.
Unlawful expenditure	Low	Low Medium	1	All expenditure is listed with the power under which it was legally spent within the accounts. Where new expenditure is being considered, the relevant power is recorded in the supporting papers for that meeting.
Grant funding	Low	Low Medium	1	Ensuring proper use of funds being considered for granting to local community bodies under specific powers, including S137. All decisions recorded within the minutes of the meeting.
Loss of continuity due to Parish Clerk illness, leaving or dismissal.	Low	High	1	List of all logins and passwords held on a document on the Council USB/cloud drive. Password for this document & cloud drive held in a sealed envelope with the Chairman. To be opened by the Chairman and one other councillor, only in the event that there is no Parish Clerk or hand over to new Parish Clerk and thus logins/passwords are required to continue the business of the Council.
			2	Key person cover on insurance.
Mismanagement of online banking	Low	High	1	All payments to be set up by the Parish Clerk and authorised by two councillors. Payments processed as per Financial Regulations.
Security of online banking	Low	High	1	Covered under Financial Regulations 7.
Loss of Council ability to authorise payments due to signatories due to elections.	low	Medium	1	The Clerk is a full signatory on the bank account. This allows them to set up payment controls and if necessary authorise payments (subject to approval by the Council and in line with Financial Regulations).
Access to bank account by councillors no longer on the Council	Low	Medium	1	The Clerk can remove authorisation access from councillors no longer on the Council immediately and arrange for them to be removed from the bank mandate.
Security of online banking	Low	High	1	Covered by Financial Regulations 7.
Mismanagement of salaries and payments to HMRC	Low	Medium	1	The Council is registered with HMRC as an employer.
			2	HMRC Basic PAYE tools is used to record salaries and other liabilities.
			3	PAYE payments due are paid quarterly to HMRC via direct debit.
			4	At least one councillor, currently Cllr Hartley, has access to the HMRC account.
Loss of payroll data	Low	Medium	1	Basic PAYE tool is backed up regularly to USB, which will allow data to be downloaded to another computer if required.

DOCUMENT COMPLIANCE				
Identified Risk	**Probability Level**	**Effect Level**		**Management/Control of Risk**
Agendas and supporting papers	Low	Low	1	In line with the Transparency Code for Smaller Councils 2015, all agendas are posted on the Councils website and noticeboard. All non confidential supporting papers are also added to the agenda on the website.
Minutes	Low	Low	1	In line with the Transparency Code for Smaller Councils 2015, all draft minutes are posted on the Councils website and noticeboard.
Audit	Low	Low	1	All documents required to be published are put on the Councils website. The rights of inspection notice it posted within the legally required timeframe.
Policies	Low	Low	1	All required policies are approved by the Full Council and in line with the Transparency Code for Smaller Councils 2015, are made available on the Councils website.
Register of Interests	Low	Low	1	All councillors complete a register of interest form provided by Swindon Borough Council and this is then sent to them to be loaded onto their website. Councillors update their register if/when required.

HIGHWAY VERGE: Triangle on Queens Road/Nell Hill (transferred service)				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Risk of harm to users through neglect of land	Medium	Medium	1	Regular mowing by grass cutting contractor (Own public liability).
Ownership	N/A	N/A	1	Swindon Borough Council.

PROPERTY: Defibrillator (Village Hall) - Nell Hill				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Destruction by fire or another event	Medium	Medium	1	Covered by Council's insurance.
Equipment failure	Low	Medium	1	Inspections carried out by Parish Clerk at least monthly.
Failure to return equipment after use	Low	Medium	1	Council name and telephone number is written on the case and defibrillator.
Personal injury claim	Low	Low	1	Covered by Council's insurance.
			2	Cabinet is locked and code has be to obtained from the ambulance service. Intelligent unit that talks users through the process and only administers a shock if medically indicated.
			3	Inspections carried out by Parish Clerk at least monthly.
Vandalism	Medium	Medium	1	Covered by Council's insurance.
			2	Inspections carried out by Parish Clerk at least monthly.

PROPERTY: Information Shelter (bus stop)				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Destruction/damage by vehicles	Medium	Medium	1	Covered by Council's insurance.
Destruction by fire or another event	Medium	Medium	1	Covered by Council's insurance.
Personal injury claim	Low	Medium	1	Covered by Council's insurance.
Risk of harm to users through neglect	Low	Low	1	Regular inspections carried out by Parish Clerk.
Vandalism	Medium	Medium	1	Covered by Council's insurance.

PROPERTY: Notice Board – On Queens Road				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Destruction/damage by vehicles	Low	Low	1	Covered by Council's insurance.
Destruction by fire or another event	Medium	Medium	1	Covered by Council's insurance.
Personal injury claim	Low	Low	1	Covered by Council's insurance.
Risk of harm through neglect	Low	Low	1	Regular inspections carried out by Parish Clerk.
Vandalism	Low	Low	1	Covered by Council's insurance.

PROPERTY: Pump – On Queens Road				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Destruction/damage by vehicles	Low	Medium	1	Covered by Council's insurance.
Destruction by fire or another event	Low	Low	1	Covered by Council's insurance.
Personal injury claim	Low	Low	1	Covered by Council's insurance.
Risk of harm through neglect	Low	Low	1	The area is maintained by Mrs D Prescott. Any problems are reported to Parish Clerk.
Vandalism	Low	Low	1	Covered by Council's insurance.
Ownership	N/A	N/A	1	Swindon Borough Council.

PROPERTY: Telephone Box (Book Box) - Queens Road				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Destruction/damage by vehicles	Medium	Medium	1	Covered by Council's insurance.
Destruction by fire or another event	Low	Low	1	Covered by Council's insurance.
Personal injury claim	Low	Medium	1	Covered by Council's insurance.
Risk of harm to users through neglect	Low	Low	1	The box is maintained by Mr P Sapwell. Any problems are reported to the Parish Clerk.
Vandalism	Low	Low	1	Covered by Council's insurance.

TREES: On land the Parish Councils is responsible for - Skinner's Close, green on Queens Rd, and Triangle Nell Hill/Queens Rd (transferred services)				
Identified Risk	**Probability Level**	**Effect Level**	**Management/Control of Risk**	
Personal injury claim	Medium	Medium	1	Public liability with Councils insurance. Trees are assessed by a qualified tree surgeon.
Damage to property	Medium	Low	1	Public liability with Councils insurance.
			2	Trees are inspected by a qualified tree surgeon.
			3	Regular maintenance of the trees is ongoing.
Ownership	N/A	N/A	1	Swindon Borough Council.