

STAVERTON PARISH COUNCIL

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RISK ASSESSMENT

Date adopted: 1st July 2014

Date Reviewed: 4th July 2017

Definition of Risk Management

Risk is the threat that an event or action will adversely affect the Parish Council's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Subject	Risk(s) identified	High/Medium/Low risk	Management/Control of risk	Action
ADMINISTRATION				
Annual return	Not submitted within time limits	L	Annual Return is completed by RFO and Finance Rep, signed by the Parish Council, submitted to the internal auditor for completion and signing and sent to external auditor within the time limit	Existing provision adequate.

Diary for May. Business continuity Council not able to continue its business due to an unexpected or tragic circumstance. All files and recent records are kept at Clerk's home. Clerk makes a monthly back-up of files. In the event of Clerk becoming indisposed, Chairman to contact NCALC for advice. Review when necessary. Ensure procedures followed. Clerk Actions undertaken. Clerk should be provide with relevant training, reference books, access to assistance and legal advice. Existing provision adequate. Financial records Inadequate records. Monthly reconciliation prepared by RFO and checked by Councillor. Two signatories on cheques. Internal and external audit. All financial obligations must be clearly minuted before any commitment.

Any s137 payments must be recorded at time of approval. Existing procedures adequate. Freedom of Information Act Policy provision. The Parish Council has adopted a model publication scheme. Existing provision adequate. Legal powers. Illegal activity or payment. Educate Council as to their legal powers. Power shown on agenda and minutes. Meeting location. Adequacy, health and safety. Meetings held in Staverton village hall which has disabled access. Clerk has a key. In the event of Clerk being indisposed, contact Bookings Officer. Premises and facilities are considered adequate for Clerk, Councillors and any public who attend from a health, safety and comfort aspect. Existing provision adequate. Members' interests. Register of members' interests. Register form to be reviewed at least on an annual basis. Members to take responsibility to update their register.

Members' interests
Conflict of interest
MCouncillors have a duty of care to declare any interest at the start of the meeting. All declarations of interest to be minuted and any conflict addressed as appropriate.
Existing procedures adequate
Minutes, agenda, statutory documents
Non-compliance with statutory requirements
LMinutes are reviewed, approved and signed at the next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council Meetings should be managed by the Chairman.
Existing provision adequate
Staff
Fraud by staff
L Fidelity Guarantee value appropriately set
Council to review annually when insurance is due
Staff
Loss of key personnel (Clerk)
L Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate
RFO/Councillor view

ASSET MANAGEMENT AND INSURANCE

Assets
Risk or damage to third party property or individuals
M Review adequacy of Public Liability Insurance
Diary
Assets
Loss, damage etc
M Annual inspection, update insurance and asset registers
Diary
Insurance
Compliance
L Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement
Existing procedure adequate. Review annually.
Insurance
Cost
L An annual comparison is made of other insurances available
Diary – April
Insurance
Adequacy
L An annual review is undertaken of all insurance arrangements in place
Diary – April
Loss
Consequential loss due to critical damage or third party
L Review of adequacy of insurance cover
Diary – May

Maintenance
Reduced value of assets or amenities – loss of income or performance
M Annual maintenance inspection
Diary

FINANCIAL MANAGEMENT

Direct costs and overhead expenses
Cheque payable is excessive or to wrong party
M Cheque signatories to initial stub and invoice
Councillors to verify
Direct costs and overhead expenses
Invoice incorrectly calculated or recorded
L Check arithmetic on invoices and perform bank reconciliation on monthly basis
Councillor to verify
Direct costs and overhead expenses
Goods not supplied to Council
M Follow up on all orders
Approval clerk
Election costs
Invoice at agreed rate
L RFO to check and consider budget
RFO and Councillors to verify
Grants
Receipt of grant when due
M Clerk/RFO as required
Grant receipts log kept
Grants
Claims procedure
M Clerk/RFO as required
Grants and support
Conditions agreed
L Agree and fully document any reasonable conditions in Minutes
Clerk to action as and when appropriate
Grants and support
No power to pay or no evidence of agreement of Parish Council to pay
M Minutes Parish Council agreement with the power used to authorise payment
Clerk to show on agenda and minutes. Councillors to verify.
Investment income
Surplus funds
L Review levels and investment policy
Investment income
Receipt when due
L Clerk/RFO check as required
Other income
From allotments
M Check allotment rental received
Diary – April, September
Other income
Cash banking
L Segregate duties. Check to bank statements. Regular bank reconciliation.
Councillor to verify on monthly basis at meetings.
Other income
Cash handling
L Cash handling is avoided but where necessary, appropriate controls are in place – cash book with 2 signatures required. The Parish Council has no petty cash or float.
Annual review of documented controls.
Precept
Adequacy of precept
M Quarterly review of budget to actual
Diary – July, October, January and April
Precept
Not paid by DDCL
Confirm receipt
Diary – April, October
Precept
Not submitted
L Full minute – RFO
Diary – January
Reserves – earmarked
Unidentified earmarked or contingency liability
L Review

minutesRFO/Councillor to review annuallyReserves – earmarkedAdequacyLConsider at Budget and review of final accountsRFO
opinionReserves – generalAdequacyLConsider at budget settingDiary – NovemberSalariesChallenge made on employment statusMClerk
employed by Parish Council as in contract. PAYE/NIC to be paid where applicableContractSalariesWrong deductions – NI and income
taxMCheck to PAYE calculatorsCouncillor to verifySalariesWrong salary/hours/rate paidMCheck salary to be minuted, check hours and rate to
contractCouncillor to verify at each meetingVATClaimed within time limitsMAgree returns submittedRFO verifyVATCharged on
purchasesLConsider all items per cash book listsRFO verifyVATCharged on salesMConsider annuallyRFO verifyVATVAT analysisMAll items
in cash book listsRFO verify