

NO MANS HEATH AND DISTRICT PARISH COUNCIL - RISK ASSESSMENT

No	ITEM	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy document	Notes
The Parish Council is required to review its risk assessment/management arrangements annually. It is important that the Parish Council is able to demonstrate that it has effective risk management processes in place. Risk management is the process by which risks are identified, evaluated and controlled and enables the Parish Council to avoid, or minimise, damaging actions or events. Risk management is a key element of the framework of governance								
	FINANCE GENERAL							
1	Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget	L	Internal financial management supported by Financial regulations Quarterly review of bank situation and bank reconciliation. Monthly budget monitoring statements Annual spending plan formulated	Parish Council	Half yearly	Financial regulations	Existing arrangements adequate
2	Precept	Over/under calculation of precept Not paid by CW&C	L L	Annual budget setting process Timely presentation of request. Precept paid directly into PC bank a/c	Parish Council Clerk	Annually	Governance & Accountability	Existing arrangements adequate
3	VAT	Reclaiming/recharging	L	Routinely claimed annually as part of the year end accounts process. No recharging carried out	Clerk	Annually	Financial regulations	Existing arrangements adequate
4	Year end accounts	Submit within time limits	L	Ensure timely presentation of Annual return to the Parish Council for approval And subsequent presentation to internal & external auditors	Clerk	Annually	Statutory requirements and Financial regulations	Existing arrangements adequate
5	Bank / banking	Inadequate checks Bank errors	L	Monthly bank reconciliations carried out and presented to Council. No bank account should hold more than £85,000 to ensure cover from FSA.	Clerk	Annually	Financial regulations	Existing arrangements adequate

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EXPENDITURE								
6	Salaries	Salaries paid incorrectly Unpaid tax to HMRC	L	Calculations done by RFO. Staff salaries are to be paid by BACS payment. Any overtime must be approved by the Chair and reported to full Council. It will be paid by a separate payment, a month in arrears.	n/a Clerk	 Annually	Statutory requirements and Financial regulations	Existing arrangements adequate
7	Payments	Unlawful expenditure/improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Any payment must be approved at full Council All payments must have an invoice/other paperwork in support of expenditure. Each cheque to be signed by two signatories, together with cheque counterfoil.	Clerk	Annually	Financial regulations	Current arrangements adequate
8	Expenses: Clerk & Councillors	Overpayment	L	Chair checks claims Clerk checks claims	Chair Clerk	Annually		
9	Fraud	Misappropriation of funds by Clerk or Councillors	L	Any payment must be approved at full Council. All expenditure will be reported retrospectively at the next Parish Council meeting. BACS payments must be authorised first. Any cheque must be signed by two Parish Councillors. Blank cheques are not permitted to be signed. All payments must be supported by invoices/claim forms.	Parish Council	Annually	Financial regulations and Insurance policy	

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				All Direct Debits are to be approved by the Council. A quarterly review will take place to ensure no unauthorised Direct Debits have been raised. Fidelity guarantee in place.				
10	Reserves - general	Adequacy	L	Considered at budget setting. Ensure minimum of 6 months reserves in hand	Clerk	Annually		
11	Reserves – ring fenced and accrued	Adequacy	L	Funds are shown separately at budget and on year end accounts. Funds drawn on as necessary	Clerk	Annually		
12	Invoices	Overpayment	L	Invoices submitted to PC for authorisation and signature by two Councillors	Clerk	Annually	Financial regulations	Ensure regular meter readings taken
13	Grants	Spending and receipt	L	All requests submitted to PC. Clerk checks and FSC advises on ability to spend & suitability of request. Recommendation made to Full Council.	Clerk	Annually	Grant policy	
14	Best value accountability	Contracts awarded incorrectly. Overspend on services	L	Practice is to seek 3 quotations for work below £25,000 and above £1,000. For those above £100 but less than £1,000 the Clerk shall <u>strive</u> to provide 3 quotations. For those above £25,000 the contract should go to tender.	Clerk	Annually	Financial regulations	

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ASSETS								
15	Items listed on asset register	Potential damage to equipment and/or injury to members of the public	L	Insurance cover for buildings, equipment, public and employer's liability is in place. Asset register maintained and reviewed. Routine inspections undertaken.	Clerk	Annually	Record of Inspections	Set up routine for inspections
16	Health & Safety of Assets	Injury to public from assets owned by the Parish Council	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified.	Clerk	Annually	Insurance review	As above
NON-FINANCIAL								
17	Meeting of Parish Council	Unlawful meeting Business Conduct	L	Summons, Notice, Agenda properly issued giving public notice three clear working days before meeting. Ensure quorum is present prior to start of meeting Minutes are produced and signed at the next month's meeting. Business conducted at a meeting should be managed by the Chair	Clerk Chair	Annually	Standing Orders Standing Orders	
18	Legal powers	Acting illegally	L	The Clerk advises on the legality of all matters including the power to spend. All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings.	Clerk	Annually		
19	Members interest	Conflict of Interest Members register	L L	Declaration of interest at each Council meeting Register of members interest forms maintained	Clerk	Annually	Code of Conduct	Clerk can advise but each Parish Councillor is responsible for their actions in this respect and for updating the register

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20	Insurance cover	Adequacy Cost Compliance Fidelity Guarantee Libel & Slander	L L L L	Insurance cover reviewed annually to ensure all risks are managed adequately. Discount obtained through DD payment	Clerk	Annually	Policy	
21	Business continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances	L	All files are kept in the Clerk's home or at an approved storage facility. In the event of the Clerk being indisposed for a meeting a Parish Councillor will take notes until the Clerk is available. In the event of prolonged absence, CHALC can be asked to provide the services of an interim Clerk.	Clerk	n/a		
22	Council records - paper	Loss through Theft Fire Damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records	Clerk	Annually	Document retention	Damage (apart from fire) is unlikely. Historic documents to be archived via CW&C.
23	Council records - electronic	Loss through theft, fire, damage or corruption of computer	L/M	The Parish Council records are held on the laptop stored at the home of the Clerk. Back up of electronic data is made at regular intervals	Clerk	Annually	Document retention	Ensure regular back up of files to an external drive.
24	Meeting location	Adequacy, Health & Safety, Disability access	L	Meetings are held in the Bishop Heber High School or Bickley Coronation Hall. Both have disabled access, adequate heating and seating for members of the public	Clerk	n/a		

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25	Data Protection	Compliance	L	The Parish Council is registered with the Information Commissioner	Clerk	Annual renewal of registration		
26	Freedom of Information Act	Compliance	L	Freedom of Information Policy in place.	Clerk	Annually	policy	Record to be kept of requests for information (none to date)
27	Health & Safety of employees	Employers liability insurance Monitoring	L	EL insurance in place Training & protective/safety items provided as necessary	Clerk Clerk & Parish Council	Annually	H&S Policy statement	

Adopted by No Mans Heath and District Parish Council on 10th September 2020

Date:

Signed: (Chairman)

Print:

Signed: (Proper Officer)

Print: