Doddiscombsleigh Parish Council

Risk Assessment Management April 2020

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| Area | Risk(s) Identified | Risk Level  H/M/L | Potential  Impact  H/M/L | Management/Control of Risk | Review/Action Required |
| Assets |  |  |  |  |  |
| As listed in fixed Assets Register | Protection of physical assets | Medium | High | Seats, notice boards, bus shelter and road signs are insured against damage | Maintain existing procedures |
| Maintenance of above assets | Inadequate maintenance of structures/assets | Low | Low | Maintenance issues are brought to the notice of the Parish Council | Maintain existing procedures |
| Insurance | Inadequate cover or over insurance increasing costs unnecessarily | Low | High | Annual review of insurance with brokers  Annual review of asset values | Maintain existing procedures |
| Finance |  |  |  |  |  |
| Precept | Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves | Low | High | Budget and Precept considered by the council each year. Sound budgetary control. Expenditure against budget considered bi-annually by the Council | Maintain existing procedures |
| Bank and Banking | Bank errors and/or inadequate checks leading to financial irregularities. | Low | Medium | Quarterly bank reconciliation prepared by the Clerk | Maintain existing procedures |
| Financial controls and records | Inadequate records leading to financial irregularities | Low | Medium | Internal & external audit (where appropriate) presented to the Council | Maintain existing procedures |
| Computer records | Loss of data through system error of theft | Low | High | Back up on completion of all entries | Maintain existing procedures |
| Cash | Loss of income or unforeseen major expenditure leading to cash flow problems | Low | Low | Ensure adequate reserves  Ensure adequate insurance cover  Ensure adequate financial controls | Maintain existing procedures |
| Budget | Inadequate budget preparation leading to inability to fulfil obligations | Low | High | Budget considered, approved and monitored by the Council | Maintain existing procedures |
| Tenders | Best value not achieved | Low | Medium | Financial regulations detail procedures to be followed | Maintain existing procedures |
| Payments | Goods not supplied but invoiced.  Invoices incorrect.  Invoices not paid | Low | Medium | All invoices recorded and filed on receipt Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques and initialling of cheque stubs.  List of cheques presented to full Council meeting | Maintain existing procedures |
| Cheque Books | Loss of cheque books  Fraudulent use | Low | High | No blank cheques signed | Maintain existing procedures |
| Grants | Mismanagement of Grant Aid powers | Low | Low | Formal applications only considered for grant aid by the Council  Conditions in place  Budgets adhered to | Maintain existing procedures |
| Salaries | Incorrect payments to staff (rates, NI, tax) | Low | High | Payroll is administered by an Agent on behalf of the Council | Maintain existing procedures |
| Councillor Allowances | Non-payment of tax | Low | High | Councillors do not currently receive allowances | No action required |
| Election costs | Inability to meet costs | Low | Low | Provision made in budget | Maintain existing procedures |
| VAT | Failure to reclaim | Low | High | Financial regulations set out requirements. VAT reclaims are undertaken.  Internal audit | Maintain existing procedures |
| Annual Return | Inability to conduct year end close on time/not submitted on time | Medium | Medium | Book internal audit early | Maintain existing procedures |
| Liability |  |  |  |  |  |
| Third Parties | Risks to third party, property or individuals | Medium | Medium | Public liability insurance in place | Insurance cover to be reviewed annually. Risk assessments of individual events |
| Staff | Compliance with Employment Law | Medium | Medium | Employer Liability insurance in place | Insurance cover to be reviewed annually |
| Legal | Conduct of council business outside legal parameters | Low | Medium | Clerk to verify legal position for any new proposal | Legal advice to be sought where required |
| Administration |  |  |  |  |  |
| Council propriety | Incomplete register of interests | Medium | Low | Regular reminders to members | Maintain existing procedures |
| Councillor propriety | Failure to declare interests | Medium | Medium | Regular reminder to members | Maintain existing procedures |
| Councillor/staff propriety | Breach of confidentiality | Medium | Low | Regular reminder to members/staff | Maintain existing procedures |
| Reports and records | Improper and untimely reporting of meetings via minutes.  Failure to comply with the Transparency Code | Medium | Medium | Council to meet bi-monthly to receive and approve minutes of meetings.  Minutes to be displayed on parish notice boards and the parish website. Publication of all documents required under the Transparency Code | Maintain existing procedures |