



RISK ASSESSMENT

1. FINANCE AND ADMIN/MANAGEMENT				
Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess /Revise
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance (theft, fire, corruption of computer data)	L	<p>All files and records are kept at the Clerk's home or in filing cabinets in the Parish Office. Clerk makes weekly backups onto memory sticks. At each monthly meeting, the current memory stick is given to Cllr JL to back up onto his hard drive and the old one is returned to the Clerk.</p> <p>Chairman can contact KALC OR SLCC for advice in the event of a problem with business continuity.</p> <p>Spare set of keys for the office and filing cabinet and passwords for the EPC computer are lodged with the Chairman.</p>	Procedure adequate
Precept	Adequacy of precept.	L	Council reviews precept requirement annually. It reviews the presented budget update information by the Jan meeting at the latest, agrees amounts for the set budget headings for the following year, the total of	Procedure adequate

	Requirements not submitted to BC. Amount not received by PC.	L L	which is resolved to be the precept amount to be requested from Borough Council. This figure is then submitted by the Clerk to Borough Council by email The Clerk checks for receipt and reports it to Council.	
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out requirements The Council has an internal auditor. Cheques require two signatories and the Clerk is not a signatory.	Review annually. Audit is done annually.
	Loss of records through damage, theft, fire, etc	M/L	Backups are made weekly of computer records. Paper files are stored in Parish Office – in metal cabinets. Backups are copied to a hard drive at a separate location. File data also saved in real time to Microsoft Cloud.	Procedure adequate.
Bank and Banking	Inadequate checks Bank mistakes/loss/charges	L L	The Council has Financial Regulations which set requirements for banking, cheques and reconciliation of accounts. Cheques require two signatories and the Clerk is not a signatory. BACS payments, Clerk has view only on bank account. Payments are carried out with authorised Cllr The bank accounts are reconciled immediately by the Clerk on receipt of statements each month so errors are found immediately and rectified. Internal audit also checks this.	Procedure adequate. Review signatories when necessary, especially after elections.

Reporting and auditing	Communication	L	The Council uses a spreadsheet. Statements are produced from this monthly for each Council meeting and are discussed and approved at the meeting: bank reconciliation, trial balance and income and expenditure. Annual internal audit	Procedure adequate
	Compliance			Procedure adequate
Direct costs/ overhead expenses/debts	Goods not supplied but billed Incorrect invoicing	L L	Financial Regulations set out requirements At each Council meeting, the list of invoices awaiting approval is distributed to Councillors and considered. Council approves the list of requests for payment, before signing the cheques and remittance. These are covered by presentation of receipts to Clerk, who then raises a cheque in accordance with procedure above. Internet banking by BACS is also in use.	Procedure adequate. Review Financial Regulations annually.
	Members expenses	L		
VAT	Failure to reclaim	L	VAT is reclaimed on an annual basis Reviewed by internal auditor every year	Adequate
	VAT is reclaimed incorrectly	L		Adequate
Annual return	Failure to submit within time limits	L	Employers Annual Return is completed and submitted to the Inland Revenue by the Clerk within the prescribed time frame. The return is signed by the Council and submitted to the internal auditor for completion and signing and then sent to the External Auditor within the time limit.	Procedure adequate.
Charges – rentals receivable	Non-receipt of Rent	M	Clerk invoices the tenant in March each year and the rent is chased if not received.	Procedure adequate. Current lease to March 2023.

Salaries and associated costs	Salary paid incorrectly. Wrong NI or PAYE deductions made. Unpaid tax or NI	L	Salary rates should be assessed annually/NALC/KALC Clerk provides monthly salary analysis to the Council, including NI and PAYE analysis, done using HMRC software. Contributions are signed off monthly by the Council. The Clerk has a job description.	Review annually
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Data protection	Provision of policy	L	Data Protection Policy and Privacy notice adopted by the Council in Sept 2019. Information Security policy adopted by the Council in October 2019.	Review annually or as required by any changes in legislation
Nationwide or localised outbreak of an infectious disease	Lockdown/ illness/ inability of council or clerk to meet and carry out its normal administration.	L	Protocols for holding remote meetings established in 2020/21 allowed all necessary Parish work to continue as legislated by Government and for the public to join the meetings. Clerk able to continue to undertake all necessary financial processes and business by working remotely via laptop from home. All EPC facilities operated according to Government guidelines.	Follow the guidelines issued at the time by the appropriate authorities
Freedom of Information Act	Provision of policy	L	Freedom of Information Policy adopted by the Council in October 2019.	Review annually or as required by any changes in legislation

2. ASSETS				
Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess/Revise
Street furniture, play areas, open spaces, noticeboards, office equipment, gates and fences, footpaths	Loss or damage Risk/damage to third party(ies) or to property	L L	Asset register is kept. Regular checks are made of recreation areas(by PC (weekly) and inspected via an independent contractor (annually) and of footpaths by the PC. Clerk monitors noticeboards and office equipment. Maintenance – EPC Cllrs monitor any problems and report them to the Clerk.	Insurance is reviewed annually.

3. LIABILITY				
Contractors	Not insured or inadequately insured	M	Clarify with any subcontractor that they are insured and obtain copies of certificates and schedules.	Procedure adequate.
Public liability	Risk to third party, property or individuals, including volunteers (eg Speedwatch and the annual litter pick)	M	Insurance is in place up to £10 million.	Review insurance annually.
Employer liability	Non-compliance with employment law	L	Member of KALC so advice can be sought.	Procedure adequate
Legal liability	Proper and timely reporting via minutes Document control	L L	Minutes always received and approved at following monthly meeting. Financial and other documents retained as legally required. Minutes and accounts have to be retained indefinitely, other documents for a lesser period.	Adequate Procedure adequate – see NALC Legal Topic Note 40

4. COUNCILLORS PROPRIETY				
Members interests	Conflict of interests	M	Councillors have a duty to declare any interest at the start of every meeting and these are noted and minuted.	Adequate
	Register of interests	M	Register of interests form is completed by each new councillor. Should be regularly reviewed and updated, as interests change.	Councillors to inform Clerk as interests change.