



RISK MANAGEMENT ASSESSMENT

Area	Risk	Level	Controls	Reviewed
Precept	Adequacy of precept for the Council to carry out its Statutory duties	Low	To determine the precept amount required, the Council receives the spend against the budget each quarter. A review of the full years spend and any reserves is carried out in January each year in preparation of the end of the financial year. This allows the Council to see if it is on track with allocated budget amounts. The required precept amount is requested from Telford & Wrekin Council in writing by the Clerk, with the request form checked and signed by the Chairman.	Existing procedure adequate.
Financial Controls & Records	Inadequate records or financial irregularities	Medium	<p>Accounts reconciled monthly and reported to the Council. Independent Internal Auditor checks procedures annually and External Auditors review accounts annually. The Councils Financial Regulations are reviewed, updated and approved by Full Council annually.</p> <p>All payments must be included, as approved, in the minutes. Payments are to be checked against the corresponding invoice, letter or request at a Full Council meeting by two councillors.</p>	Existing procedure adequate.
Bank and Banking	Inadequate Checks Mistakes by bank	Low	Banking requirements are set out in the Councils Financial Regulations. Monthly bank reconciliations are carried out and brought to full Council.	Existing procedure adequate.
Grants	Receipt of Grant	Low	On average the Parish Council receives one to two grants a year, currently a procedure for receiving grants is not required.	Procedure could be formed if required
Grants	Payment of Grant	Low	All grant requests are brought to full Council, this includes a completed RPC grant form, annual accounts report. Cheques/payments can only be made out to organisations, not named individuals.	Existing procedure adequate.

Petty Cash	Payment of	Low	The Council does not currently operate a petty cash system, due to the Clerks time restraints it is just as acceptable to organise payments monthly for any items required and include these within the payments schedule each month.	Existing procedure adequate.
Cash received	Holding of cash in the office	Low	No money is kept by the Clerk, any cheques received are currently being cashed at the bank within 5 working days of receipt at the Clerk home office address.	Existing procedure adequate.
Salaries & associated costs	Incorrect payment made, unpaid tax to HMRC	Low	Salaries calculated through HMRC PAYE so the chance of error is slim.	Existing procedure adequate.
Employees	Fraud by staff	Low	Requirements of Fidelity Guarantee insurance adhered to regarding fraud.	Existing procedure adequate.
VAT	Reclaiming	Low	The Council has Financial Regulations which set out the requirements. Annual audits, both internal and external will review this and report back in their reports.	Existing procedure adequate.
Insurance	Risk to third party, property or individuals	Medium	To provide adequate cover in all aspects. <i>To be implemented:</i> Annual review of the Councils Health & Safety Policy and Risk Assessments.	Existing procedure adequate – but improvement can be made.
Loss and Damage to Property	Risk to third party, property or individuals	Medium	The Register of Assets is to be review annually and the condition of the assets checked.	Existing procedure adequate.
Deeds and Agreements	Document Control	Low	Most documents are kept electronically, these are secured on a cloud drive and backed up on an external hard drive once a month, the hard drive is kept in a fireproof safe which is owned by the Clerk. Physical documents such as signed minutes and burial records are kept in a fireproof safe which is owned by the Clerk. <i>To be implemented</i> purchase of a fireproof cabinet for correct storage.	Existing procedure adequate – but improvement can be made
Annual Return	Submitted within time frame	Low	Annual Return completed by Clerk, submitted to internal auditor signed, taken to full Council, agreed and signed by the Chairman, then submitted to the external auditor within the correct timeframe. However, year 2020/21 was submitted late due to meeting schedules. <i>To be implemented</i> an annually set month where the annual return is always signed off so that the deadline for submission to external auditor is met.	Existing procedure adequate – but improvement can be made

Minutes, agendas & notices	Accuracy & legality	Low	Minutes and agendas are produced in the prescribed manor by the Clerk and adhere to the legal requirements as set out in the LGA 1972. Minutes are approved and signed at the next Council meeting; agendas are displayed according to legal requirements.	Existing procedure adequate.
Members Interests	Conflict of interests	Low	Declarations of interest are to be recorded when made. The original copies are to be retained by the unitary Council, with copies held by Telford & Wrekin Council and electronically by the parish council.	Existing procedure adequate.
Correspondence, planning etc.	Document Control	Low	Included in each agenda for the Council to decide on action required. Original copies of paper documents are stored electronically. Planning information is entered into an electronic planning register which is frequently backed up, however this contains no personal information and serves only as a guide to which applications have been received by the Council and any comments submitted on these.	Existing procedure adequate.
Data Protection	Policy provision	Low	The Council is registered with the Information Commissioners Office and renewal is carried out annually. The council has an up to date Publication Scheme, Data Protection Policy and Subject Access Data Requests Policy.	Existing procedure adequate.
Council records Paper	Loss through theft, fire or damage	Low	The Parish Council records are stored at the Clerks residence. Documents include historical correspondences, minutes, insurance and bank records, they are stored in a lockable home office, those that require to be legally locked away in a fire proof are stored as such in a fire proof safe owned by the Clerk. <i>To be implemented purchase of a fireproof cabinet for correct storage.</i>	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records Electronic	Loss through theft, fire or damage or corruption of computer	Medium	The Parish Council electronic records are stored on the Council computer held by the Clerk. The computer is backed up each month using an external hard drive.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Meeting locations	Adequacy, health & safety	Low	The venue used to hold the Council meetings is considered appropriate to host the Clerk, members and public.	Existing procedure adequate
Cemetery	Risk of injury to public	Medium	The Cemetery Warden regularly visits the site to visually inspect any safety concerns and reports back to full council and the Clerk for any remedy works to be recommended. The Clerk is trained to inspect headstones and carries this out every 6 months.	Existing procedure Adequate.

Speed Indication Devices	Risk of injury to public. Risk of theft.	Low	Units are visually inspected once every three months and fixing equipment is inspected to ensure no concerns of deterioration or tamper.	Existing procedure Adequate.
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This assessment was considered by the parish council at its meeting held on Wednesday 1st March 2023.