

Doddiscombsleigh Parish Council

Risk Assessment Management April 2018

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 church path and gate 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 or 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 annually	Maintain existing procedures
VAT	Failure to reclaim	Low	High	Financial regulations set out requirements. VAT reclaims are undertaken annually. 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