

PRESTON CAPES PARISH COUNCIL
Risk assessment and management for the period 1st April 2016 – 31st March 2017

Date reviewed and adopted: 17th May 2016

Definition of Risk Management

Risk is the threat that an event or action will adversely affect the Parish Council's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Signed by Chairman _____

Signed by Clerk _____

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ADMINISTRATION

Subject	Risk(s) identified	H/M/L risk (Likelihood/Effect)	Management/Control of risk	Action
Annual return	Not submitted within time limits	L	Annual Return is completed and signed by the Parish Council, submitted to the internal auditor for completion and signing and sent to external auditor within the time limit	Existing provision adequate. Diary for May.
Business continuity	Council not able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at Clerk's home. Clerk makes a monthly back-up of files. In the event of Clerk becoming indisposed, Chairman to contact NCALC for advice.	Review when necessary. Ensure procedures followed.
Clerk	Actions undertaken	L	Clerk should be provide with relevant training, reference books, access to assistance and legal advice.	Existing provision adequate
Freedom of Information Act	Policy provision	L	The Parish Council has adopted a model publication scheme.	Existing provision adequate
Legal powers	Illegal activity or payment	H	Educate Council as to their legal powers.	Power shown on agenda and minutes.
Meeting location	Adequacy, health and safety	L	Meetings held in village hall. Premises and facilities are considered adequate for Clerk, Councillors and any public who attend from a health, safety and comfort aspect.	Existing provision adequate.
Members interests	Conflict of interest	M	Declaration of interest to be documented and minuted and any conflict addressed as appropriate	At every PC meeting
Minutes	Accurate and legal	L	Review at following meeting	Approval at PC meeting
Recording of Meetings	Loss from recording machine	L	Back up recording to computer	Clerk to back up after each meeting
Staff	Loss of key personnel (Chairman/Clerk)	M	Hours, health, early departure – risk monitored and managed as appropriate	RFO/Clerk/member view

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ASSET MANAGEMENT AND INSURANCE

Subject	Risk(s) identified	H/M/L risk (Likelihood/Effect)	Management/Control of risk	Action
Assets	Loss, damage etc	M	Annual inspection, update insurance and asset registers	Diary
Assets	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements in place	Diary – April
Insurance	Cost	L	An annual comparison is made of other insurances available	Diary – April
Loss	Consequential loss due to critical damage or third party	L	Review of adequacy of insurance cover	Diary – May
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Diary

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Risk assessment and management for the period 1st April 2016 – 31st March 2017

FINANCIAL MANAGEMENT

Subject	Risk(s) identified	H/M/L risk (Likelihood/Effect)	Management/Control of risk	Action
Clerk's expenses	Challenge from HMRC regarding payment of expenses	M	Dispensation for some expenses obtained from HMRC; other expenses evidenced by receipts	Evidence – document from HMRC on file
Direct costs	Cheque payable is excessive or to wrong party	L	Signatories initial stub	RFO check order/invoice/ cheque before approval and minute
Direct costs	Invoices for Parish grass mowing – conflict over agreed number of cuts and number undertaken	M	Cuts to be minuted sequentially	Clerk verify
Direct Costs	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	RFO verify
Direct costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval clerk
Election costs	Invoice above budgeted cost	L	Monthly financial reports to include accrual for cost	RFO check against advice; Retention of £1500 in account ring fenced in election year
Election costs	Insufficient funds	L	Consider at budget and minute outcome	Take advice from DDC on cost
Financial Data	Loss of financial data	L	Consider method of data storage	RFO check
Financial Records	Inadequate records	L	RFO/Clerk to provide monthly reports and bank statements to every meeting, minuted. Internal audit review	Diary
Grants	Claims procedure	M	Clerk/RFO as required	
Grants	Receipt of grant when due	M	Clerk/RFO as required	Grant receipts log kept
Grants and support	No power to pay or no evidence of agreement of Parish Council to pay	M	Minutes Parish Council agreement with the power used to authorise payment	Clerk to show on agenda and minutes. Councillors to verify.
Grants and support	Conditions agreed	L	Agree and fully document any reasonable conditions	Clerk to action as and when

PRESTON CAPES PARISH COUNCIL
Risk assessment and management for the period 1st April 2016 – 31st March 2017

			in Minutes	appropriate
HMRC PAYE Payment	Failure/late payment	L	Minuted date of payment	Evidence – paying in book stamped by bank
Insurance	Risk or damage to third party property or individuals	L	Review adequacy of Public Liability Insurance	Diary
Insurance	Fraud by staff	L	Fidelity Guarantee value appropriately set	PC review annually
Investment income	Receipt when due	L	Clerk/RFO check as required	
Investment income	Surplus funds	L	Review levels and investment policy	
Other income	Cash handling	L	Cash handling is avoided but where necessary, appropriate controls are in place – cash book with 2 signatures required. The Parish Council has no petty cash or float.	Annual review of documented controls.
Other income	Cash banking	L	Segregate duties. Check to bank statements. Regular bank reconciliation.	Councillor to verify on monthly basis at meetings.
Precept	Adequacy of precept	L	Monthly report of budget to actual	Included in each PC meeting
Precept	Not paid by DDC	L	Minuted receipt	Diary
Precept	Not submitted	L	Full minute – RFO follow up	Diary
Reserves – earmarked	Unidentified earmarked or contingency liability	L	Review minutes	RFO/Councillor to review annually
Reserves – General	Adequacy	L	Consider at budget setting	RFO check/member view
VAT	Claimed within time limits	L	Submission of claim minuted	RFO verify
VAT	VAT analysis, charged on relevant purchases	L	All items entered in cash book	RFO verify