**Werrington Parish Council – Risk Assessment Management (Revised February 2015)**

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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** |  |  |  |  |  |
| Telephone Kiosks 2 Bus Shelter Benches/seats Litter Bin 4 Grit bins Parish noticeboard | Protection of physical assets. | Low | Low | Regular checks/ maintenance | Insurance policy to be reviewed annually. |
| Security of above assets | Regular checks | Low | Low | Regular checks | Maintain existing procedures |
| Maintenance of above assets | Inadequate maintenance of buildings etc. | Low | Low | Planned maintenance programme. | Inspection of all assets to minimise risk of failings. |
| Insurance | Inadequate cover or over insurance increasing costs unnecessarily. | Low | Low | Annual review of insurance with brokers. | Maintain existing procedures. |
| **Finance** |  |  |  |  |  |
| Precept | Overspend of operational budget and/or  inaccurate setting of Precept level. | Low | High | Budget and Precept considered by full Council each year.  Expenditure against budget considered monthly by full Council | Maintain existing procedures |
| Bank and Banking | Bank errors and/or inadequate checks leading to financial irregularities. | Low | Medium | Bank reconciliation each month necessary | Maintain existing procedures |
| Financial controls and records | Inadequate records leading to financial irregularities. | Low | Medium | Internal & external audit presented to council at meetings. | 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. | Maintain existing procedures |
| Budget | Loss through theft or dishonesty. | Low | High | Receipts issued matched to invoices.  No petty cash float for expenditure. | Maintain existing procedures |
| Tenders | Inadequate budget preparation leading to inability to fulfil obligations | Low | High | Budget considered by Full Council.  Income and expenditure considered quarterly.  Virements made where appropriate | Review of budget during course of financial year |
| Payments | Best value not achieved. | Low | Medium | Financial regulations detail procedures to be followed | Maintain existing procedures |
| Cheque Books | Goods not supplied but invoiced.  Invoices incorrect.  Invoices unpaid. | Low | Medium | All invoices recorded and filed on receipt.  Invoices checked.  Two signatories on cheques and initialling of cheque stubs.  List of cheques presented to full Council monthly. | Maintain existing procedures |
| Receipts | Loss of cheques. Fraudulent use | Low | High | Cheque books kept safe.  No blank cheques signed. | Maintain existing procedures |
| Grants | Receipts | Loss of cheques. Fraudulent use | Low | High | Cheque books kept safe.  No blank cheques signed. |  |
| Salaries | Incorrect payments to staff (rates, NI, tax) | Low | High | Contract with Diane Malley MAAT for payroll facility.  All correspondence filed.  Internal audit. | Maintain existing procedures |
| Salaries | Payments not made to HMRC | Low | High | Invoices checked.  Internal audit. | Maintain existing procedures |
| Annual Return | Errors in calculation. Payments not made to HMRC. | Low | High | Comply with HMRC regulations.  Internal audit. | Maintain existing procedures |
| Liability | Inability to conduct year end close on time/not submitted on time | Medium | Medium | Book internal audit early | Maintain existing procedures |
| Staff | Risks to third party, property or individuals | Medium | Medium | Public and Products Liabilty ( £10m limit) | Insurance cover to be reviewed annually.  Risk assessments of individual events. |
| All personnel | Compliance with Employment Law | Medium | Medium | Employer Liability insurance in place (limit of indemnity £10m) | Insurance cover to be reviewed annually |
| **Administration** | Conduct of Council business is ultra vires | Medium | Low | Clerk to verify legal position for any new proposal | Legal advice to be sought where required |
| Councillor propriety | Incomplete register of interests. | Medium | Low | Regular reminder to members | Maintain existing procedures |
| Councillor/staff propriety | Failure to declare interests | Medium | Low | Regular reminder to members | Maintain existing procedures |
| Reports and records | Breach of confidentiality | Medium | Low | Regular reminder to members/staff | Maintain existing procedures |
| Reports and records | Improper and untimely reporting of meetings via the minutes | Medium | Medium | Council to meet monthly to receive and approve minutes of meetings held in the interim.  Minutes to be made available to press and public. | Maintain existing procedures |