

# DUNCHIDEOCK PARISH COUNCIL

## Risk Assessment Management

(Adopted on 17 September 2019)

Definition of Risk Management Risk is the threat that an event or action will adversely affect an organisation'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 through eradication, toleration or mitigation.

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
Business Continuity / Business Interruption					
Break in Continuity or Interruption	Council not being able to continue its business due to unexpected or tragic circumstances	Low	<b>High</b>	In the event of the Clerk being indisposed the Chairman will arrange collection of the parish computer and relevant paper work and arrange for a locum Clerk to support the council	Agreed contingency between Chairman and Clerk

<b>Assets</b>					
As listed in fixed Assets Register	Damage to Parish assets	Medium	<b>Medium</b>	Seats, notice boards, mirror at Manstree Cross, filing cabinet, printer and computer are insured against damage	Maintain existing procedures
Maintenance of above assets	Inadequate maintenance of structures/assets	Low	<b>Low</b>	Maintenance issues are brought to the notice of the Parish Council each month. There is a dedicated councillor who has an overview of the physical assets in the parish who ensures regular checks are carried out.	Maintain existing procedures and ad hoc maintenance as required
Insurance	Inadequate cover or over insurance increasing costs unnecessarily	Low	<b>High</b>	Annual review of insurance cover  Annual review of current asset values	Maintain existing procedures
<b>Finance</b>					
Precept.	Adequacy of precept in order for the Council to carry out its Statutory duties	Low	<b>High</b>	Budget and Precept considered by the council each year. Sound budgetary control has been put in place.	Maintain existing procedures
	Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves	Low	<b>High</b>	Expenditure against budget is monitored by the Clerk and considered bi-annually by the Council	

Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	<b>Medium</b>	Bi monthly bank reconciliation prepared by the Clerk and agreed and signed by a councillor who is not a signatory to the bank account	Maintain existing procedures
Financial controls and records	Inadequate records leading to financial irregularities	Low	<b>Medium</b>	Bi-monthly bank reconciliation prepared by the Clerk and agreed and signed by a councillor who is not a signatory to the bank account.  Annual audit carried out by independent auditor and presented to the Council for signature	Maintain existing procedures
Reporting and auditing	Failure to communicate financial information	Low	<b>Low</b>	Financial information is a standing agenda item (Finance Report) and is discussed/reviewed and approved at each meeting as above	Maintain existing procedures
Computer records	Loss of data through system error or theft	Low	<b>High</b>	Back up on completion of all entries	Regular (weekly) back up to memory stick, external hard drive or Cloud storage
Cash	Misappropriation of cash received	Low	<b>Low</b>	Covered by insurance policy	Maintain existing procedures

Budget	Inadequate budget preparation leading to inability to fulfil obligations  Unforeseen major expenditure or overspend leading to cashflow problems	Low	<b>High</b>	Budget set by the RFO, considered, approved and monitored by the Council  Ensure comprehensive budget forecast including annual provision to have adequate reserves. Ensure adequate insurance cover Ensure adequate financial controls	Maintain existing procedures
Tenders	Best value not achieved	Low	<b>Medium</b>	Financial regulations detail procedures to be followed	Maintain existing procedures
Payments	Goods not supplied but invoiced.  Invoices incorrect.  Invoices not paid	Low	<b>Medium</b>	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 monthly	Maintain existing procedures
Cheque Books	Loss of cheque books  Fraudulent use	Low	<b>High</b>	Cheque books are in the safekeeping of the Clerk  Cheques only signed following approval at council meeting	Maintain existing procedures

Grants	Mismanagement of Grant Aid powers	Low	<b>Low</b>	Formal applications only considered for grant aid by the Council  Grant conditions in place  Budgets adhered to and only agreed if adequate funds available	Maintain existing procedures
Salaries	Incorrect payments to staff (rates, NI, tax)	Low	<b>High</b>	The Clerk submits a timesheet to the Chairman and the PAYE agent  Payroll is administered by an Agent on behalf of the Council	Maintain existing procedures
Councillor Allowances	Non payment of tax	Low	<b>High</b>	Councillors do not currently receive allowances	No action required
Election costs	Inability to meet costs	Low	<b>Low</b>	Provision made in budget annually over 4 year period	Maintain existing procedures
VAT	Failure to reclaim	Low	<b>High</b>	Financial regulations set out requirements. VAT reclaims are undertaken annually.  Internal audit	Maintain existing procedures
Annual Accounts	Failure to complete Annual Accounts for internal audit	Medium	<b>Medium</b>	Start preparation of Annual Accounts as soon as possible after March meeting  Book internal audit early	Maintain existing procedures

Annual Governance and Accountability Return (AGAR)	Not submitted within time limits	Low	<b>Low</b>	<p>AGAR is prepared by the Clerk and must be approved by the Council and the Internal Auditor.</p> <p>The Council can declare itself exempt from external audit and must advise the External Auditor.</p> <p>There are strict time limits to be complied with.</p> <p>It is then checked and sent on to the External Auditor within time limit.</p> <p>The Clerk must publish the dates for public viewing of the documents and advise the External Auditor and publicise all documents on the website.</p>	Maintain existing procedures
<b>Legality</b>					
Minutes/ Agendas/ Statutory documents	Accuracy and legality, Non-compliance with statutory requirements, Agendas not published within correct timescale before a meeting and therefore, no decisions can be made	Medium	<b>Medium</b>	<p>Agenda and Minutes are produced within the required timescales and adhere to legal requirements.</p> <p>Minutes are approved and signed at the next Ordinary meeting</p>	Maintain existing procedures

	Minutes not published within correct timescale after a meeting			Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman according to Standing Orders.  Statutory documents are reviewed annually by the Council	
Data Protection	A breach of data protection laws	Low	<b>High</b>	The Clerk is aware of legislative requirements.  The Parish Council is registered with the Information Commissioner	Ensure subscription is maintained and training is given when there are changes to legislation
Freedom of Information	A breach of Information legislation	Low	<b>High</b>	The Clerk is aware of legislative requirements	Monitor emails for FOI requests and ensure statutory guidelines are adhered to
<b>Liability</b>					
Public Liability	Risks to third party, property or individuals	Medium	<b>Medium</b>	Public liability insurance in place	Insurance cover to be reviewed annually.  Risk assessments of individual events

Volunteer Liability	Risk to volunteers taking part in council events	Low	<b>Medium</b>	A risk assessment is conducted for each event  A verbal briefing takes place and participants are required to sign to agree their understanding  Public liability insurance in place	Maintain existing procedures
Employment Liability	Compliance with Employment Law	Medium	<b>Medium</b>	Employer Liability insurance in place	Insurance cover to be reviewed annually
Legal Liability	Conduct of council business outside legal parameters	Low	<b>High</b>	Clerk to clarify legal position on proposals and to seek advice if necessary	Legal advice to be sought where required
<b>Website</b>					
Website brought into disrepute	Ghost website purporting to be genuine and misleading the parishioners  Website hacked by a 3 <sup>rd</sup> party	Medium  Low	<b>High</b>  <b>High</b>	The Parish Council owns the domain name  Copyright statement clearly states material cannot be used without permission  Security protocols must be maintained	Maintain regular review



Administration					
Council propriety	Failure to discharge essential functions and comply with legislation	Medium	<b>Low</b>	The Council is aware of its powers and duties and the need to comply with the relevant legislation	These are considered in connection with any decisions that are made
Councillor propriety	Failure to complete Register of Interests as required  Failure to declare interests  Failure to comply with Standing Orders, Financial Regulations and the Code of Conduct	Medium	<b>Low</b>	Regular reminders to members  Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting.  Councillors have copies of these documents and are reminded of the need to comply with them	Members have a responsibility to update their personal Register of Interests  Standing Item on Agenda
Councillor/staff propriety	Breach of confidentiality	Medium	<b>Low</b>	Regular reminder to members/staff  Clear security marking of documents	Maintain existing procedures

<p>Reports and records</p>	<p>Improper and untimely reporting of meetings via minutes</p> <p>Failure to comply with the Transparency Code for Smaller Authorities and the Information Commissioners Office Publication Scheme.</p>	<p>Medium</p>	<p><b>Medium</b></p>	<p>Council to meet bi-monthly to receive and approve minutes of meetings</p> <p>Minutes to be displayed on Parish website and Parish notice boards</p> <p>Publication of all documents required under the Transparency Code for Smaller Authorities and in accordance with the Information Commissioners Publication Scheme</p>	<p>Maintain existing procedures</p>
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