

Quarnford Parish Council Risk Assessment

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. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
FINANCE				
Precept	Adequacy of precept Requirements not submitted to SMDC Amount not received by SMDC	L L L	The Council reviews the Precept requirement annually at the Nov meeting and reviews the budget information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the following year, the total of which is resolved to be the precept amount to be requested from SMDC This figure is submitted by the Clerk in writing to SMDC. The Clerk informs Council when the monies are received	Existing procedure adequate.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements. Records and regulatory documents are audited annually	Existing procedure adequate. Review the Financial Regulations when necessary.
Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. Any banking errors are picked up when the Clerk reconciles the bank accounts when the statements arrive, these are dealt with immediately by informing the bank and awaiting their correction. The Clerk reviews the Councils banking arrangements regularly.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, . Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	L	Cash is not generally held however Financial Regulations set out the management of cash if necessary The Council's insurance policy has a Fidelity Guarantee.	Existing procedure adequate. Review the Financial Regulations when necessary. Ensure Fidelity Insurance is adequate.
Reporting and auditing	Information communication Compliance	L M	A full list of payments and receipts and cheques to be signed is provided at the meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented at each meeting.	Existing procedures adequate.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly	Existing procedure adequate.
Grants - receivable	Receipts of Grant	L	The Parish Council receives a regular grant from SMDC annually paid with the	Existing procedures adequate.

			precept. Any one-off grants awarded would come with terms and conditions to be satisfied.	
Best value Accountability	Work awarded incorrectly Overspend on services	L	Contracts should be awarded according to Financial Regulations	Existing procedure adequate. Review Financial Regulations regularly.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is determined by SMDC.	Existing procedure adequate.
VAT	Re-claiming	L	The Council has Financial Regulations that set out the requirements.	Existing procedure adequate
PEOPLE				
Salary and assoc. costs	Salary paid incorrectly Incorrect deductions of NI or Tax Unpaid Tax & NI contributions to HMRC	L L L L	The Clerk is the only employee. Salary rates are paid according to NJC scales. Salary is paid by cheque at each meeting and PAYE is calculated using the HMRC Basic tools online system and paid by cheque at each meeting	Existing payment system is adequate.
Clerk	Fraud Actions undertaken Health & Safety	L L L	The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, equipment/ access to assistance and legal advice required to undertake the role.	Existing procedure adequate. Provide training/equipment where necessary. Membership of the SPCA
REGULATORY				
Annual returns	Submit within time limits	L	Employer's Annual Return is completed and submitted online and to the Inland Revenue within the prescribed time frame by the Clerk. Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All activities and payments Minuted.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Freedom of Information Act	Policy Provision	L M	Publication scheme for Local Councils in place.	Existing procedures adequate
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessments regularly carried out to comply with requirements.	Existing procedures adequate. Ensure risk assessments are carried out.
Employer Liability	Non compliance with employment law	L	Undertake adequate training and seek advice from the Staffordshire Parish Councils Association	Existing procedures adequate.

Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves Minutes at monthly meetings.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council and to be resolved and clearly minuted.	Existing procedure adequate.
OPERATIONAL				
Meeting location	Adequacy Health & Safety for council members and public	L M	The Parish Council Meetings are held at the Village Hall. H & S policies held and maintained by Village Hall Committee	Existing location adequate.
Council records - paper	Loss through theft, fire,damage	M	The Parish Council records are stored at the home of the Clerk.	Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases copied and deposited off-site. Many records duplicated electronically.
Council records - electronic	Loss through: Theft, fire, damage Corruption of computer	L M	The Parish Council's electronic records are stored on a Parish Council-owned computer at the Clerk's home. Back-ups of the files are taken at regular intervals on to external hard drive as well as in the cloud (Dropbox)	Existing procedure adequate.
GOVERNANCE				
Members interests	Conflict of interest Register of Members interests	M M	Councillors have a duty to declare any interests . Register of Members Interest forms to be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's home. The Clerk makes regular back-ups of files to an external hard drive.	Existing procedures adequate.
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair. Standing Orders and other procedural documents to be adhered to.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct. Procedural documents updated according to individual schedules.

Approved by the Parish Council May 2016