

Werrington Parish Council – Risk Assessment Management (Revised February 2017)

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 Toshiba Lap top Document Scanner 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 Liability (£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

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