

Rochester and Byrness Parish Council Risk Assessment

Purpose of the Document

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.

Financial and Management				
<i>Subject</i>	<i>Risk(s) identified</i>	<i>H / M / L</i>	<i>Management / Control of Risk</i>	<i>Review / Assess / Revise</i>
Precept	Adequacy of precept	L	Sound budgeting to underlie the annual precept. The precept is an agenda item at the November Council meeting. At the precept meeting the council receives a budget update report, including actual position and projected position to the end of the year. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings.	Existing procedures suitable
	Requirements not submitted to NCC	L	The precept is then set on the basis of the budget. This figure is submitted by the Clerk on provided form to NCC.	
	Amount not received	L	The Clerk informs Council when precept is credited to account.	
Financial records	Inadequate records	L	The Council has Financial Regulations that set out the requirements. Internal & External Audit	Existing procedures suitable Regulations when necessary
	Financial irregularities	L		
Bank & banking	Inadequate checks	L	The Council has Financial Regulations that set out the requirements for banking, cheques, online banking & reconciliation of accounts. Authorisation of a payment requires two signatures and quarterly accounts are presented at Council meetings. All payments agreed are checked by Councillors against bank statements at the next Parish Council meeting.	Existing procedure suitable. Monitor bank statements.
	Bank mistakes	L	Clerk reconciles bank accounts and any mistakes are dealt with immediately and updating Council	
Reporting & auditing	Information communication	L	Regular financial review with Council showing spend and forecasting for financial year providing breakdown of receipts and payments.	Existing communication procedures suitable.
Direct costs	Goods/services not supplied but billed	L	The Council has Financial Regulations that set out the requirements. Check all invoices to ensure value for money received and details correct. Two signatures as authorisation is required on all payments	
	Incorrect invoicing	L		
	Cheque incorrect	L		
Grants / donations / payable	Power to pay	L	All such expenditures to go through the required Council process for approval, minuted and listed accordingly	Existing procedure suitable
	Authorisation of Council to pay	L		

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Best value accountability	Work awarded incorrectly Overspend on services	L M	Where possible and practical seek three quotes for any substantial work. Monitor work, and where necessary investigate situation liaising with supplier	Existing procedures suitable
Clerk	Fraud Actions undertaken	L L	The requirements of Fidelity Guarantee insurance to be adhered Clerk provided appropriate training, references and access to assistance if required	Existing procedures suitable Purchase relevant books refer to NALC for advise
VAT	Reclaiming	L	VAT to be claimed every three years or when required to do so in event of high expenditure. Clerk to monitor VAT on an ongoing basis.	Existing procedures suitable
Annual return	Submit within time limits	L	Annual return is completed and signed by Council, submitted to the internal auditor for completion and signing. Checked by Clerk then sent on to external auditor.	Existing procedures suitable
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken and quotes received, discussed by Council before decision made. Cover checked to ensure it meets requirements each year.	Existing procedures suitable. Review cover annually or when circumstances change
Freedom of Information Act	Policy Provision	M M	Provide details on the Council website. Monitor any requests and assess time required to meet request. Follow set procedures and consider a fee if worked will take more than 15 hours.	Monitor and report impact of any requests under FOI
Data Protection regulations	Adequate provision and standard procedures being followed	L	Appropriate consent is obtained from relevant parties. Guidelines provided by NALC are being followed.	Existing procedures suitable

Physical Equipment or Areas

<i>Subject</i>	<i>Risk(s) identified</i>	<i>H / M / L</i>	<i>Management / Control of Risk</i>	<i>Review / Assess / Revise</i>
Assets	Loss or damage Risk / damage to 3 rd parties / property	L L	An annual review of assets is undertaken for insurance provision and maintenance provision.	Existing procedures suitable
Maintenance	Poor performance of assets Risk to 3 rd parties	L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are action / authorised in accordance with the correct procedures of the Council. All assets are insured and reviewed annually.	Existing procedures suitable. Regular inspections undertaken
Council records - paper	Loss through: Theft Fire damage	L M L	Most recent Parish Council records are stored at the home of the Clerk. Historical correspondence stored in village hall in locked cabinet	Value of documents assessed to determine risk and where necessary scanned copies taken. Otherwise risk low.
Council records - electronic	Loss through theft, fire, damage to computer	L M	Parish Council electronic records maintained on Clerk's computer. Agenda and Minutes also stored on Council website. Back-ups regular taken of stored data.	Back up files regularly

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Liability				
<i>Subject</i>	<i>Risk(s) identified</i>	<i>H / M / L</i>	<i>Management / Control of Risk</i>	<i>Review / Assess / Revise</i>
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council meetings	Existing procedures suitable
Minutes / agendas / Notices / Statutory documents	Accuracy and legality Non-compliance with statutory requirements Business conduct	L L L	Minutes and agendas 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 in accordance to the legal requirements Business conducted at Council meetings managed by the Chair	Existing procedures suitable Undertake appropriate training Members to adhere to the Code of Conduct
Members interests	Conflict of interest Register of members interests	M M	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interest forms to be reviewed and submitted to NCC	Existing procedures suitable Members take individual responsibility to update their register

The information above was agreed by Rochester with Byrness Parish Council meeting and will be reviewed annually as being a correct record

Signed
Chair _____ Date

Signed
Clerk _____ Date