

DRINKSTONE PARISH COUNCIL

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				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to MSDC Amount not received by MSDC	L L L	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Finance WG and the Clerk. The Council maps out the required monies for standing costs and projects for the following year and confirms specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Mid Suffolk District Council. This figure is submitted by the Clerk in writing to MSDC. The Clerk informs Council when the monies are received (approx May time).	Existing procedure adequate
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regs reviewed annually
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrive, these are dealt with immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Financial Regs reviewed annually and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements regularly.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked within 3 banking days. There is no petty cash or float. Adequate Fidelity insurance is in palce	Existing procedure adequate. Financial Regs reviewed annually
Reporting and auditing Direct costs Overhead expenses Debts	Information communication Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L L	The financial position of the the council is regularly reviewed at meetings At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. Council approves the list of requests for payment.	Existing communication procedures adequate. Existing procedure adequate. Financial Regs reviewed annually
Best value Accountability	Work awarded incorrectly Overspend on services	L M	The Council has Financial Regulations which set out the requirements. For major contract services, formal competitive tenders would be sought.	Existing procedure adequate. Financial Regs reviewed annually
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid	L L L	Council are registered as an employer for PAYE which is administered by the RFO/CLERK Salary rates are assessed annually by the Council Salary analysis and slips are produced These are inspected at the Council meetings and signed off.	Review of admin of PAYE carried out, clerk/rfo now administer pa

Employees	Fraud by staff	L	The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud	Existing procedure adequate.
	Actions undertaken by staff	L	The Clerk should be provided with relevant training, reference books, a pass to assistance and legal advice required to undertake the role.	Purchase revised books when necessary.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.	Existing procedure adequate. within the budget process
VAT Annual return	Re-claiming/charging Submit within time limits	L L	The Council has Financial Regulations which set out the requirements. 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 procedure adequate. 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 where possible. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.
Members interests	Conflict of interest Register of Members interests	L M	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda . Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate . Members take responsibility to update their Register
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.
Data protection	Policy Provision	L	The Council is aware of and compliant with the newly introduced requirements of GDPR. Council are registered with ICO	Clerk has undergone appropriate training
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work.	Monitor and report any impacts of requests made under the F of I Act.

PHYSICAL EQUIPMENT				
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision and maintenance provisions.	Review Insurance provision
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. Regular inspections of the play equipment are carried out and recorded.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at the Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	Existing locations adequate.
Council records - paper	Loss through: theft fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet and older more historical records in Local Records Office	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L M	The Parish Council's electronic records are stored on the Clerks computer. Back-ups of the files are taken at regular intervals and stored on the councils laptop. A document retention policy is in place and reviewed annually	Existing procedure adequate. Ensure adequate procedure for passing files to new staff is available.
Allotments	Adequacy Health & Safety Risk to third parties	L L L	The facilities are considered adequate for the tenants from a Health & Safety point of view The site is regularly inspected and Insurance is in place and reviewed annually	Existing procedure adequate

Signed



Chair of Drinkstone Parish Council

Date: 2/AUG/2020