

### Risk Assessment Management – Shaugh Prior Parish Council

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
Assets	Protection of physical assets against loss or damage	Medium	High	Annual review of assets for purposes of insurance. Maintain existing Asset Register	Insurance policy to be reviewed annually. Monthly checks conducted for defibrillators. Maintain 6 monthly play area inspections conducted by South Hams District Council.
Maintenance of above assets	Inadequate maintenance of play areas etc	Low	Low	Continual monitoring of all assets and implement maintenance works as necessary (such as grass cutting). Maintain 6 monthly play area inspections conducted by South Hams District Council and act upon defects highlighted.	Continue to include funding within annual budget for routine maintenance.
<b>Finance</b>					
Precept	Overspend of operational	Low	High	Budget and Precept considered and agreed	Maintain existing procedures

	budget and/or inaccurate setting of Precept level realising demand on Reserves.			by the Council at Jan budget meeting each year. Sound budgetary control. Expenditure against budget considered monthly and reported by the RFO (Clerk).	
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Monthly payments and receipts monitored by the RFO and reported at each meeting.	Maintain existing procedures
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal & external audit undertaken on an annual basis. Carry out all financial procedures in accordance with approved Financial Regulations.	Maintain existing procedures
Computer records	Loss of data through system error or theft.	Low	High	Back-up on completion of all entries. External hard drive used for backing-up information and kept off-site.	Maintain existing procedures
Cash	Loss of income or unforeseen major expenditure	Low	Low	Ensure adequate reserves. Ensure adequate	Maintain existing procedures

	leading to cash flow problems.				insurance cover.	
Cash	Loss through theft or dishonesty.	Low	Medium	Receipts issued matched to invoices. No petty cash float for expenditure. Postage stamps reconciled quarterly.	Maintain existing procedures	
Budget	Inadequate budget preparation leading to inability to fulfill obligations	Low	High	Budget considered by the Council at annual budget-setting meeting in Jan each year. Income and expenditure considered monthly. Virements made where necessary.	Review of budget during course of financial year	
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	Maintain existing procedures	
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	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 cheques. Fraudulent use	Low	High	Cheque books kept in safe location. No blank cheques signed. 2 dedicated signatories required.	Maintain existing procedures
Receipts	Services provided by Council but not paid for	Low	Low	At present no direct services/functions provided by the Parish Council which generate receipts/payments to the Parish Council.	Maintain existing procedures
Grants	Mismanagement of Grant Aid powers.	Low	Low	Formal applications only considered for Grant Aid by Full Council. Conditions in place. Budgets adhered to.	Maintain existing procedures
Salaries	Incorrect payments to staff (rates, NI, tax)	Low	High	Contract with South Hams District Council for payroll facility. All correspondence filed. Internal audit.	Maintain existing procedures
Salaries	Payments not made to HMRC	Low	High	South Hams District Council provides RFO with details of HMRC payments required in respect of salary payments. RFO arranges payment at following monthly meeting.	Maintain existing procedures

					All correspondence filed. Internal audit.	
Salaries	Pension contributions not made to DCC	Low	High		South Hams District Council provides RFO with details of pension payments. RFO arranges payment at following monthly meeting. All correspondence filed. Internal audit.	Maintain existing procedures
Councillor Allowances	Non-payment of tax	Low	Low		RFO to ensure payments made are in accordance with advice/guidance from South Hams District Council on Cllr allowances/payments.	Maintain existing procedures
Election Costs	Inability to meet costs	Low	Low		Provision made in budget annually	Maintain existing procedures
VAT	Errors in calculation. Payments not made to HMRC.	Low	High		Comply with HMRC regulations. Annual VAT return to be made by RFO in accordance with Financial Regulations. Internal audit.	Maintain existing procedures
Annual Return	Inability to conduct year end close on time/not submitted on time	Medium	Medium		Book internal audit early RFO to complete return with specified deadlines.	Maintain existing procedures

<b>Liability</b>						
Third parties	Risks to third party, property or individuals	Medium	Medium	Public & Products liability insurance in place (limit of indemnity £10m) <b>CHECK</b>	Insurance cover to be reviewed annually. Risk assessments of individual events.	
Staff	Compliance with Employment Law	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m) <b>CHECK</b>	Insurance cover to be reviewed annually	
All personnel	Health & Safety matters	Medium	Medium	Ensure that appropriate Health and Safety requirements are adhered to.	Maintain existing procedures	
Legal	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	
<b>Administration</b>						
Councillor propriety	Incomplete register of interests.	Medium	Low	Clerk to ensure that register is kept up-to-date	Maintain existing procedures	
Councillor propriety	Failure to declare interests	Medium	Low	Regular reminder to members and included on each monthly meeting agenda	Maintain existing procedures	
Councillor/staff propriety	Breach of confidentiality	Medium	Low	Regular reminder to members/staff	Maintain existing procedures	
Reports and records	Improper and untimely reporting	Medium	Medium	Minutes and the agenda are produced in the	Maintain existing procedures	

	of meetings via the minutes			<p>prescribed manor by the Clerk and adhere to legal requirements.</p> <p>Minutes are approved and signed at the next Council meeting.</p> <p>Agenda displayed according to legal requirements.</p> <p>Business conducted at Council meetings should be managed by the Chairman in accordance with agreed Standing Orders of the Council.</p>	
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Signed.....



Date.....

6 April 2016

Min Ref.....

48/16