

BEARPARK PARISH COUNCIL

RISK ASSESSMENT

Aim	Risk Identified	Likelihood	Impact	Existing Controls/Methods used to minimise risk
Business Continuity	Incapacity of Clerk	Low	High	Designate a person to Act as Clerk on a temporary basis.
	Resignation of Clerk/RFO	Low	High	Undertake succession planning.
	Loss of/theft of records	Medium	High	Ensure all old copies of Minutes are deposited in the County Record Office. Ensure that all electronic records are backed up on a secure password protected device.
	Failure to retain or secure the necessary number of Councillors on the Parish Council	Low	High	Keep up-to-date attendance records. Advertise any vacancies that exist, without delay. Use the cooption procedure where no election is held.
To ensure compliance with Acts of Parliament, Council's financial regulations, standing orders and code of conduct	Lack of knowledge of regulations and codes	Low	High	Ensure that all councillors have copies of relative acts. Ensure that Code of Conduct, Standing orders and Financial Regulations are in place. Highlight essential parts and provide training where relevant.
	Absence of Standing Orders	Low	High	Ensure that Standing Orders are produced, adopted and understood by all councillors and reviewed annually
	Actions by the Parish Council outside its powers laid down by Parliament	Low	High	Ensure that all councillors have copies of relative acts. Highlight essential parts of Acts or summarise and provide training if necessary
	Lack of commitment to regulations and procedures	Low	High	Regular reference to appropriate regulations in agenda items.
	Items purchased without proper tendering procedures not providing value for money or resulting in accusations of commercial favouritism	Low	High	Ensure all Councillors are aware of regulations regarding budgetary control and tender procedures
	Payments made without prior approval and adequate control.	Low	High	Ensure all payments are approved in Council meetings and recorded in minutes. Where payment prior is required, this is approved by the Chair or Vice-Chair. Cash payments should be kept to an absolute minimum and avoided if at all possible
	Lack of control of signatories to cheques	Low	High	Keep authorised signatories to a practical minimum Any 2 of three specified Councillors as authorised signatories plus the Clerk
	VAT not properly accounted for, resulting in overclaims and large demands from HMRC	Low	Medium	Ensure appropriate publications held and that the Clerk has good knowledge of regulations
	Notice of Meeting	Low	Medium	Ensure that the agenda for each meeting are placed on the parish notice board(s) in accordance with Access to Information legislation and displayed on the website (if applicable)

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To ensure compliance with Acts of Parliament, Council's financial regulations, standing orders and code of conduct (continued)	Approval of Minutes	Low	Medium	Minutes are approved at the next ordinary meeting of the Council and displayed on the Parish Notice Boards (if applicable)
	Register of Pecuniary and Other Interests	Low	High	All Councillors are required to complete and submit forms to the Clerk who will retain the original form and send copies to the County Council's Monitoring Officer
	Security of Data	Low	High	Confidential documents both electronic and paper are stored securely
	Freedom of Information	Low	High	The Council has adopted the model scheme and registered this with the information commissioner
To identify and regularly review the Council's priorities	Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement	Low	Medium	All councillors to be made aware of need for objectives and identification of risk. Agree objectives and Priorities as part of Annual Report Attend training sessions if practicable.
	Lack of commitment by Council Members	Low	Medium	Add risk assessment to agenda at least annually, reviewing particular items, and results against those items
	No risk analysis carried out	Low	High	Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission
	No steps taken to combat identified risks	Medium	High	Add risk assessment to agenda at least annually, reviewing particular items, and results against those items
	Failure to prioritise in practice	High	High	All councillors to be made aware that priorities must be set on the basis of the capacity of the Parish Council to deliver. Attend Training where appropriate
	Impact of potential Public Spending Cuts	High	High	All councillors to be made aware that priorities must be set on the basis of the financial capacity of the Parish Council to deliver. Attend Training where appropriate
To influence Government and other organisations to fulfil the requirements of the Parish population	Lack of effective lines of communication with parishioners	Low	High	Take every opportunity to publicise role of Parish Council through Parish Newsletter, Social Media, Notice Boards/fliers. Use key issues to raise profile of the Parish Council
	Lack of effective lines of communication with other organisations	Low	High	Note all communications lines that are essential and of benefit to the Parish Council and make information available to the Council and Clerk
To influence Government and other organisations to fulfil the requirements of the Parish population (continued)	Lack of preparation on subjects requiring influence	Low	High	Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion

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	Lack of confidence by Parish Councillors	Low	Medium	Make information available to all councillors Experienced councillors to assist newcomers to establish contacts
To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks	Lack of Knowledge of possible culpability of councillors	Medium	High	Creation of Standing Orders and familiarisation with those where greatest risk occurs
	Lack of education of Councillors regarding culpability	Medium	High	As above. Delegate responsibility to one or two experienced councillors to assist newcomers to understand culpability. Attend any training courses available.
	Inadequate insurance cover taken out - property, personal liability, employers liability.	Low	High	Review risk assessment by including on agenda of PC meetings at least annually. Ensure that a risk assessment is carried out for all new assets and appropriate insurance cover considered. Consider delegating responsibility for keeping up to date with insurance requirements to an individual councillor.
To keep appropriate books of account accurately and up-to-date throughout the financial year	Lack of knowledge of accounting requirements	Low	High	Ensure all councillors are familiar with current financial regulations and include them in standing orders. Regularly review standing orders
	Lack of commitment to accounting requirements	Low	High	As above. RFO to produce financial reports to all meetings. Internal and External audit reports to be made available to all councillors and any recommendations to be acted upon promptly
	Bank Charges unnecessarily incurred	Low	High	RFO to carry out monthly inspection of accounts
	Banking	Low	High	All bankings and drawing of cheques to be done in accordance with Financial Regulations
To keep appropriate books of account accurately and up-to-date throughout the financial year (continued)	Inaccuracies in recording accounts, totals in books of account and bank reconciliations	Low	High	RFO to ensure that accounts are formatted in such a way that internal controls are included and activated. Annual internal audits to advise on internal controls required.
	Inaccuracies and interest losses caused by account transfers	Low	High	Keep numbers of accounts to a minimum but ensure that any large balances are deposited into an interest bearing account

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	The most beneficial interest terms not being employed	Low	High	Ensure that favourable interest rates are obtained/review against alternatives, but bear in mind any risks in changing accounts.
	Inadequate control of cash receipts (Allotments etc) and payments	Low	High	Avoid cash payments and receipts if possible. Where cash payments/receipts are unavoidable, use a properly controlled petty cash account with a set minimum balance
	Books of account not kept up to date/invoices not posted properly	Low	High	Regular checks by RFO. Financial reports to all Parish Council meetings
	Internal controls not in place or operated	Low	High	As above
	Payments missed or delayed due to inadequate filing of invoices	Low	High	As above
To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents	Lack of knowledge of wishes of residents	Low	High	Add risk assessment to agenda at least annually, reviewing particular items, and results against those items
	Use of funds not giving value for money	Low	High	Effective budget planning process
	Use of funds not in accordance with the wishes of residents	Low	High	As above plus RFO to create effective financial management
	Charges for use of facilities inadequate	Low	Medium	Effective financial Management by RFO Internal audit checks
	Fund raising not properly controlled or not in accordance with regulations	Low	High	All councillors to be aware of need to check regulations before commencing fund raising activities. Effective financial management by RFO.
To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate	Lack of knowledge of budgetary process and council regulations	Low	High	Include regulations in Standing orders and issue to all councillors. Place agenda item early in year to remind councillors of budget process and actions required.
	Lack of commitment to budgetary process	Low	High	As above plus Involve all councillors in the budgetary process not solely the clerk
	Inadequate consideration of requirements for annual precept	Low	High	As above. Start calculating budget at least 4 months prior to submission date

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	Calculation not in accordance with council regulations	Low	High	Checks by RFO and Internal Auditor
	Inadequate internal controls with regard to monitoring expenditure	Low	High	Financial and budget progress reports to all PC meetings
	Election costs	Medium	High	In an election year, estimated costs are obtained from the Electoral Services Team and are included within the budget. In other years the Council provides a sum within its working balance to meet the cost of any possible by-election
	Reserves too low	Medium	High	Checks by RFO and financial report to each Parish Council
To explore all possible sources of income, and to ensure that expected income is fully received	Lack of knowledge of possible sources of income e.g. grants	Medium	Medium	Work closely with local associations and groups to gain experience of all grants/funds available and application procedures
	Lack of commitment to pursue possible sources of income	Low	Medium	As above
	Non receipt of sums claimed	Low	Medium	All applications and approvals to be reported to the Council to create an audit trail
	Receipts not banked or not banked promptly	Low	Medium	Financial and budget progress reports to all PC meetings
	Debts not pursued promptly	Low	Medium	As above. Any debts to be reported to the Council to create and audit trail
	VAT claims not made promptly or made incorrectly	Low	Medium	Ensure clerk has up to date VAT official publications. Financial and budget progress report to all Parish Council meetings
To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with Council regulations, and adequately monitored	Inappropriate rate of pay to employees (salary & hours paid etc)	Low	Low	Ensure that a contract of employment and job description/person specification is agreed for the Clerk. Ensure that employee regulations are available and understood by the Clerk. Financial and budget progress report to all Parish Council meetings. Terms and Conditions are agreed in the minutes
	Tax an NI arrangements not in accordance with regulations	Low	Low	No additional payments without Council approval

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	Amounts paid to contractors not in accordance with contract and inadequately monitored	Low	Low	Liability reported through Council Minutes. Internal audit checks. No additional payment to be made without Council approval
To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail	Lack of knowledge of Council regulations and procedures	Low	High	Include financial regulations in Standing Orders. Attend training seminars where available
	Late or non submission of annual accounts	Low	High	Include timetable in Standing Orders/Financial Regulations. Monitor progress against timetable and report to PC meetings
	Year end accounts not prepared, inaccurate or not in accordance with council requirements	Low	High	Financial and budget progress reports to all PC meetings
	Inadequate audit trail from records to final accounts	Low	High	Financial and budget progress reports to all PC meetings
To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained	Lack of knowledge of assets of parish council	Medium	High	Ascertain and record all assets for which the Parish Council is responsible. Create a permanent asset register and include in final accounts
	Assets lost or misappropriated Risk or damage to third party property or individuals	Medium	High	Establish who is responsible for security and maintenance of each asset. Appoint councillor responsible for regular monitoring of location and use of assets- annual inspection.
To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained (continued)	Inadequate or inaccurate valuation of the Council's assets	Medium	High	Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal Audit checks
	Asset register not established or inadequately maintained	Medium	High	Create asset register to in accordance with Audit Commission requirements.
To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc.	Lack of knowledge of applicable legislation	Medium	Medium	Clerk to have all appropriate legislation available. Review liabilities and responsibilities periodically at PC meetings
	Lack of public awareness of applicable legislation	Medium	Medium	Include, as appropriate in any public consultations.

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	Failure to comply with applicable legislation	Medium	High	Clerk to have all appropriate legislation available. Review liabilities and responsibilities periodically at PC meetings
To carry out adequate safety checks on all buildings, properties, and equipment for which the council is responsible	Lack of information on properties, buildings and equipment	Medium	High	Ensure that all current legislation and advice is held by the Clerk. Include in asset register all properties and assets for which the Parish Council is responsible. Ensure all assets and details of all risks are adequately detailed with the insurance company.
	Lack of knowledge of safety requirements or commitment to carrying out safety checks	Medium	High	Ensure that all current legislation and advice is held by the Clerk.

BEARPARK PARISH COUNCIL

RISK ASSESSMENT

Owner
All Councillors
All Councillors
Clerk
Clerk Clerk All Councillors
Clerk
Clerk
Clerk
Clerk Chair All Councillors
Clerk Chair
Clerk
Clerk
Clerk Chair
Clerk

BEARPARK PARISH COUNCIL

RISK ASSESSMENT

Owner
All Councillors
Clerk
All Councillors Clerk
Clerk
Clerk
All Councillors
Clerk
Clerk
All Councillors
All Councillors
All Councillors
Clerk All Councillors
Clerk
All Councillors

BEARPARK PARISH COUNCIL

RISK ASSESSMENT

Owner
Chair
Clerk
Chair All Councillors
All Councillors
All Councillors
Clerk
Clerk Internal Auditor
Clerk
Clerk Internal Auditor
Clerk

BEARPARK PARISH COUNCIL

RISK ASSESSMENT

Owner
Clerk
Clerk
Clerk
Clerk
Clerk
All Councillors
All Councillors
All Councillors
All Councillors
All Councillors Clerk
All Councillors Clerk
All Councillors
All Councillors

BEARPARK PARISH COUNCIL

RISK ASSESSMENT

Owner
Clerk Internal Auditor
Clerk
Clerk All Councillors/ Clerk
All Councillors
Clerk All Councillors
Clerk All Councillors
Clerk
Clerk
Clerk
Clerk Internal Auditor
Clerk/Chair Clerk All Councillors
All Councillors

BEARPARK PARISH COUNCIL

RISK ASSESSMENT

Owner
Clerk Internal Auditor
Clerk All Councillors Internal Auditor
Clerk
Clerk Internal Auditor
Clerk Internal Auditor
All Councillors Clerk
All Councillors
Clerk Internal Auditor
Clerk
Clerk All Councillors
All Councillors

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RISK ASSESSMENT

Owner
Clerk All Councillors
Clerk
Clerk