

## Holne Parish Council – Risk Assessment Management (Revised May 2018)

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
<b>Assets</b>					
As listed in Fixed Assets Register	Protection of physical assets.	Medium	High	3 wooden benches, are insured against all risks.  Insurance policy to be reviewed annually.	Maintain existing procedures.
Maintenance of above assets	Inadequate maintenance of assets etc.	Low	Low	Recently refurbished benches.  New noticeboard in Michelcombe 2011/12.	Maintain existing procedures.
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	High	Annual review of insurance.  Annual review of assets.	Maintain existing procedures.
<b>Finance</b>					
Precept	Overspend of operational budget and/or inaccurate setting of precept level realising demand on reserves.	Low	High	Budget and Precept considered by the Council each year. Sound budgetary control. Expenditure against budget considered bi-annually by the Council.	Maintain existing procedures
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Quarterly bank reconciliation prepared by the clerk.  Bank statements checked monthly by the clerk.	Maintain existing procedures

Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal & external audit presented to the Council.	Maintain existing procedures
Computer records	Loss of data through system error or theft.	Low	High	Back-up on completion of all entries.	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
Petty Cash	Loss through theft or dishonesty.	Medium	High	No cash is held.	Maintain existing procedures
Budget	Inadequate budget preparation leading to inability to fulfil obligations	Low	High	Budget prepared by the Clerk and considered by the Council.	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	No blank cheques signed.	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	Payroll is administered by the clerk using HMRC PAYE Basic Tools. Internal audit.	Maintain existing procedures
Salaries	Payments not made to HMRC	Low	High	HMRC payments are calculated using HMRC PAYE Basic Tools and approved by members at full Council. Invoices checked. Internal audit.	Maintain existing procedures
Councillor Allowances	Non-payment of tax	Low	Low	Councillors do not receive allowances at present.	No action required
Election Costs	Inability to meet costs	Low	Low	Provision in budget.	Maintain existing procedures
VAT	Failure to reclaim	Low	High	Financial regulations set out requirements. VAT reclaims are undertaken annually. Internal audit.	Maintain existing procedures
Annual Return	Inability to conduct year end close on time/not submitted on time	Medium	Medium	Arrange internal audit in good time.	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 £6m)	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)	Insurance cover to be reviewed annually
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	Regular reminder to members	Maintain existing procedures
Councillor propriety	Failure to declare interests	Medium	Low	Regular reminder to members	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 of meetings via the minutes	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings. Minutes displayed on parish website.	Maintain existing procedures
Data Protection Legislation	Breach of Data Protection Regulations	Medium	High	Privacy Notices to be published on website. Data audit. Relevant consents are obtained. Policies and procedures in place to respond to and individual exercising their statutory rights. Policy for responding to and managing a personal data breach.	Procedures and practices to be regularly reviewed.