

11 January 2011

**BIDDENDEN PARISH COUNCIL RISK ASSESSMENT**  
**Reviewed and Agreed at the Parish Council meeting held on 11 January 2011**

<b>FINANCIAL MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assessment/Revise</b>
<b>Business continuity</b>	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	Business continuity plan needs to be put in place	Review plan annually
<b>Precept</b>	Adequacy of precept	L	The Parish Council has a Finance Committee which meets and reviews the budget throughout the year. Committee minutes are presented to the full Council for discussion after each meeting and revised/new budgets are brought before the full Council for discussion and approval. Precept requirements are discussed at full Parish Council meetings and approved prior to submission.	Existing procedure adequate
<b>Financial records</b>	Inadequate records Financial irregularities	L L	The Council has Financial regulations which set out their requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
<b>Bank and Banking</b>	Inadequate checks Bank mistakes Loss	L L L	The Council has Financial Regulations which set out the requirement for banking and checks. Banks do make mistakes and the Clerk/RFO shall check statements.	Existing procedure adequate. Review Financial Regulations when necessary.
<b>Cash</b>	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked.	Existing procedure is adequate. Review Financial Regulations when necessary

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<b>Petty Cash</b>	Loss or theft	L	The Clerk/RFO may keep petty cash of up to £150. Financial Regulations set out under rule 6.5 of the regulations	Existing procedure adequate. Review Financial Regulations when necessary
<b>Reporting and Auditing</b>	Compliance	M	As set out in section 4. of the Financial Regulations. An Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Clerk/RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.	Existing procedure adequate. Review Financial Regulations when necessary
<b>Direct costs Overhead expenses Debts</b>	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect	L L L	The Council has Financial Regulations which set out the requirements under section 6. Prior to each Council meeting a list of invoices awaiting approval is distributed to Councillors and is considered for approval at the meeting. Two signatories are required for cheques and counterfoils must be signed.	Existing procedure adequate. Review Financial Regulations when necessary
<b>Grants – receivable</b>	Receipts of Grants	L	The Council currently receives grants from ABC but these are payable only on receipt of Council accounts and are not guaranteed. Payment is directly into the Council's current account. All receipts are noted on the monthly Payment Schedule.	Existing procedure adequate
<b>Grants and support – payable</b>	Power to pay Authorisation of Council to pay	L L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly.	Existing procedure adequate

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<b>Charges – rentals receivable</b>	Receipt of rental Insurance implication	L M	<p>Football Pitches. There is a set of rules governing the hire of the football pitches and the Gordon Jones Playing Field. Hiring parties are issued with the agreement. The Parish Council hold the master copy. The cheque is received and banked. Football Clubs arrange and are responsible for their own insurance</p> <p>Post Office rental is received quarterly in advance and banked. The PO tenant also pays half electricity costs apart from the larger bill due to the Christmas lights.</p> <p>Water. Water bills payable by the Parish Council are paid for by cheque. The Water bill received for the Gordon Jones Playing Field is contributed to by the Bowls club when the amount exceeds £500 and an invoice is sent.</p>	<p>Procedure to be reviewed. Clubs/hirers to sign agreement and produce a copy of their insurance policy to the Council each year.</p> <p>Existing procedure adequate</p> <p>Existing procedure adequate.</p>
<b>Best value Accountability</b>	Work awarded incorrectly Overspend on services	L M	<p>Sections 10 and 11 of the Financial Regulations. Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services in excess of £50,000 three quotations shall be obtained. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.</p>	<p>Existing procedure adequate. Review Financial Regulations when necessary</p>

11 January 2011

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<b>Salaries and associated costs</b>	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax or NI contributions to the Inland Revenue	L L L L L	Section 7 of the Financial Regulations. The council makes arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of salaries is made in accordance with payroll records and the rules of PAYE and National Insurance currently operating. Salaries are agreed by the Council. Payment of salaries and payment of deductions from salary are ratified via the Payment Schedule at each full monthly Parish Council meeting.	Existing procedure adequate. Review Financial Regulations when necessary
<b>Employees</b>	Loss of key personnel Actions undertaken by staff Health & Safety	L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The Clerk should be provided with relevant training, reference books access to assistance and legal advice required to undertake the role. The Lengthsman and toilet cleaner should be provided with adequate direction and safety equipment needed to undertake the roles ie protective clothing and training.	A Continuity Plan is required. An annual review of Lengthsman's equipment/requirements is needed.
<b>Councillor allowances</b>	Councillors over-paid	L	No allowances are allocated to Parish Councillors, although there is a Chairman's allowance available if required.	Existing procedure adequate

11 January 2011

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<b>Election costs</b>	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk ascertains if there are any costs from the Borough 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.	Existing procedure adequate.
<b>VAT</b>	Re-claiming/charging	L	The Parish Council does not charge VAT. It is entitled to reclaim VAT paid on goods and services and reclaims are made during the year.	Existing procedure adequate.
<b>Annual Return</b>	Submit within time limits	L	Employer's Annual Return is completed and submitted online and to the Inland Revenue within the prescribed time frame by the Clerk 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 the time limit.	Existing procedure adequate.
<b>Legal Powers</b>	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used.	Existing procedure adequate

11 January 2011

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<b>Minutes/Agendas/Notices Statutory documents</b>	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. 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
<b>Members Interests</b>	Conflict of Interest Register of Members Interests	L M	The declaring of interests by members at a meeting should be an obvious process to remind Councillor 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 and to declare any interests, prejudicial or personal, at meetings.
<b>Insurance</b>	Adequacy Cost Compliance	L L L	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.	Existing procedure adequate. Review insurance provision annually.

11 January 2011

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<b>Data Protection</b>	Policy Provision	L	The Council has with the Data Protection Agency and a policy has been approved.	Ensure annual renewal of registration
<b>Freedom of Information Act</b>	Policy Provision	L M	The Council has a model publication scheme in place. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the FOIA

11 January 2011

<b>PHYSICAL EQUIPMENT OR AREAS</b>				
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<b>Assets</b>	Loss or Damage Risk/damage o third party(ies)/property	L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions	Existing procedure adequate
<b>Maintenance</b>	Poor performance of assets or amenities Loss if income or performance	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. All public amenity land is inspected regularly by parish employees/members of the Council. Play equipment is inspected independently annually.	Existing procedure adequate. Ensure inspections carried out.
<b>Notice boards</b>	Risk/damage/injury to third parties Road side safety	L L	The Parish Council has two notice boards sited in the High Street. They are inspected by the Clerk and any repairs/maintenance requirement brought to the attention of the Parish Council. Keys held by the Clerk.	Check insurance cover annually.
<b>Meeting location</b>	Adequacy Health & Safety	L L	The Parish Council holds its meetings in the Village Hall. The Council does not own the venue and hires it. Insurance is therefore provided by the hirer.	Existing locations adequate.

11 January 2011

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<b>Council Records – paper</b>	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, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fire proof) and a bookcase (not fire proof). Some older records may be stored in the attic or garage. The Historical Society holds some records but it has been agreed that historical records should now be taken to the County Archive for storage.	Damage (apart from fire) and theft is unlikely and so provision adequate.
<b>Council Records- electronic</b>	Loss through: Theft/fire, damage, corruption of computer	LM	The Parish Council's electronic records are stored on the Parish Council laptop computer. Back-ups of the files are taken at regular intervals as per procedure.	Current back up onto 2 USB stick. Swapped monthly with the Chairman