

RISK ASSESSMENT		Date adopted: 18th November 2021						
Risk Description	Risk Impacts	Risk Severity	Risk Probability	Actual risk	Risk Status LMH	Control Procedures	Responsibility	
Finance								
Failure to set a precept	Potential monetary loss	3	1	3	Low	Submission of precept in accordance with parish & district council procedures. Compliance with district council procedures for allocations. Proper budget preparation and ratification.	Clerk, Councillors	
Failure to claim VAT regularly	Loss of bank interest, loss of income if claim submitted after three years	1	1	1	Low	Cllrs regularly check bank reconciliations and amount of VAT outstanding is monitored. Claims submitted at least annually and reported to cllrs as part of the Financial Report. Cllrs monitor amount outstanding at the end of the financial year when approving the accounts. Details of the HM Customs & Excise regulations and the procedure for VAT 126 recovery procedure to be kept in the parish council's financial folder.	Clerk, Councillors, Internal Auditor	
Non-receipt of grant monies available due to missed deadlines for applications	Potential monetary loss	2	1	2	Low	The clerk to peruse all incoming mail for potential grant possibilities and any pertinent deadlines. Cllrs to advise of any similar possibilities not reported by clerk. Clerk to investigate any grant monies applied for but not received. Record to be kept of all letters & phone calls for investigation purposes until the matter is resolved.	Clerk, Councillors	
Fictitious invoices submitted	Potential fraud, potential monetary loss	3	1	3	Low	Internal audit checks to match payments to invoices. All cheques must be accounted for. All cheques must have 2 authorised signatures.	Clerk, Councillors, Internal Auditor	
Fictitious payments of Direct Debits and Standing Orders	Potential fraud, potential monetary loss	3	1	3	Low	Direct Debit is only established for SSE electricity and a Standing Order for the clerk's salary	Councillors, Internal Auditor	
Unauthorised withdrawals from accounts	Potential fraud, potential monetary loss	3	1	3	Low	No blank cheques to be signed by authorised signatories. No blank cheques or cancelled cheques to be removed from cheque books. Bank mandates to amend or add any signatories to be signed by two authorised signatories and minuted. Monthly Financial Report and account balance to be included in agenda. Clerk to annually submit balanced books and copy of bank statement to internal auditor.	Councillors, Clerk, Internal Auditor	
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	Potential monies aren't spent in accordance with application received and approved	2	1	2	Low	Applicants will be monitored to ensure that monies awarded are spent as described in the application.	Clerk, Councillors	
Over-spend compared to budget	Potentially running out of money	1	1	1	Low	Quarterly report showing current spend against budget	Clerk, Councillors	
Loss of monies through poor supplier/contractor selection	Potential monetary loss	2	1	2	Low	Where possible, three quotes to be presented for work to be done. Majority voting and proper recording in Minutes of any financial decisions.	Clerk, Councillors	
Governance								
Inability to carry out council business due to not being able to meet face-to-face	Lack of ability to carry out council business	3	2	6	Med	Cllrs would need to meet to adopt s101 delegated powers and rules would be need to be changed by parliament to allow meetings to take place virtually	Clerk, Councillors	
Inability to carry out council business due to lack of quorum.	Lack of ability to carry out council business	3	1	3	Low	Optimum number of councillors maintained through co-option or election.	Clerk, Councillors	
Failure to declare interests, operate within the Code of Conduct or act within statutory powers	Potential for parish council actions to be declared illegal	3	1	3	Low	Declarations of interest on any agenda item to be minuted. Cllrs are aware of the 'Code of Conduct' and to be offered training on data protection rules.	Clerk, Councillors	
Financial expenditure not properly authorised or decisions inadequately recorded	Potential for parishioners to disagree with parish council decisions or actions or for parish council actions to be declared illegal	3	1	3	Low	Ensure minutes are accurate and confirmed and minute book maintained. Ensure all expenditures are properly authorised and minuted. Clerk/RFO training to obtain the Certificate in Local Council Administration	Clerk	

Failure to advertise a meeting	Potential to not be able to conduct business due to lack of advertising meeting	3	1	3	Low	Ensure all meetings are properly advertised as required. All agendas must be presented to cllrs and meetings advertised at least 3 clear days prior to meeting date or 7 days for Annual Parish Meeting. New clerks to be advised of legal regulations during hand over of job responsibilities. Clerk/RFO training to obtain the Certificate in Local Council Administration	Clerk
Failure to comply with audit regulations	Potential to not be able to conduct business, potential fine	3	1	3	Low	Ensure all audit regulations are adhered to. New clerks to be advised of legal regulations during hand over of job responsibilities. Clerk/RFO training to obtain the Certificate in Local Council Administration	Clerk
Insurance							
Under or over insured or no insurance	Potential financial loss due to improper insurance cover	3	1	3	Low	Annual review of insurance and cover reported to parish council. Parish property covered by insurance and the risk of damage to third party property or individuals is covered by public liability. Items added/deleted/changed as required. All other aspects to be reviewed annually. Ensure best value is maintained.	Clerk and Councillors to check insurance cover
Asset List & Street Lights							
Legal liability as a consequence of asset ownership	Potential claim for financial compensation	3	1	3	Low	Parish Council's public liability insurance will cover any claims	Clerk and Councillors to check insurance cover
The protection of physical assets owned by the council due to lack of maintenance	Potential reduction of lifespan through neglect	2	2	4	Med	A company is employed to maintain the streetlights. A maintenance procedure has been introduced to look after the defibrillators. Maintenance of the notice boards and benches to maintained as required.	Clerk, Councillors
Items being stolen, damaged, destroyed or causing injury not covered by insurance	Potential loss due to out of date asset register. Lack of or inadequate insurance cover to meet potential claims	3	1	3	Low	Annual review of assets. Asset register kept with photos of items. Insurance cover checked against asset register. Items should be regularly inspected.	Clerk and Councillors to check assets
Bank							
Unprofessional and inaccurate accounts	Potential monetary loss, potential legal challenge	3	1	3	Low	Financial Report and bank reconciliation reported at each ordinary parish council meeting to cllrs. Recording in the minutes the precise powers under which expenditure is being approved.	Clerk
Protection of Data							
Improper use of data	Potential claim against the Parish Council under the Data Protection Act	3	1	3	Low	The Clerk and councillors to undertake training or refresher training on this issue.	Clerk, Councillors
Crash of system leading to information being unrecoverable	Potential loss of Parish Council information	2	1	2	Low	Data is backed up on an external hard drive, emails are stored by hosting company and documents published on website	Clerk
Breaches of policy on Social Media							
Member of the council or public posts a comment contrary to adopted social media policy on SPC website of Facebook page	Potential libel case against the council	3	2	6	Med	The clerk and councillors monitor the Parish Council Facebook page and any remark(s) not meeting the terms of the social media policy are removed.	Clerk and councillors
Risk							
Need to review possible problems faced by parish council and methods taken to reduce risk	Lack of risk assessment introduces possibility of poor planning, dishonesty and claims against the council	2	1	2	Low	Annual risk assessment review is undertaken. Any risk or safety problem to be reported to cllrs to review.	Clerk, Councillors

Severity Rating :

Serious =3 Moderate =2 Minor =1 Probability

Likely to occur frequently or continually =3 Probably will occur =2 Unlikely to occur =1

When a hazard is identified its potential severity and the probability of the occurrence are assessed. The ratings of severity and probability are multiplied together to reach the actual risk.

RISK = Severity x Probability 1-3 = Low Risk

4-6 = Medium Risk

7-9 = High Risk