

Skelsmergh & Scalthwaiterigg Parish Council Risk Assessment

Purpose of the Document

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	L	Sound budgeting to underlie the annual precept. The precept is an agenda item at the October/November Council meeting. At the precept meeting the Council receives a budget update report, including actual position and projected position to the end of the year. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings.	Existing procedure adequate
	Requirements not submitted to SLDC.	L	The precept is then set on the basis of the budget. This figure is submitted by the Clerk in writing to South Lakeland District Council.	
	Amount not received	L	The Clerk informs Council when the monies are received.	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements. Internal and External Audit.	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Cheques require two signatories and up to date accounts are presented at Council meetings. The reconciliation is checked at every Council meeting. If the bank does make an error in processing cheques which are discovered when the Clerk reconciles the bank accounts, these will be dealt with immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements at every Council meeting.
Cost of statutory duties	Clerk's hours in excess of contract to undertake all the legal requirements	H	Clerk, Chair and Vice-Chair to agree/limit the work undertaken by the Clerk, to keep within designated budget. Or revise the precept to cover costs of undertaking all legal requirements by the Clerk.	Revise Clerk's hours and expenses per meeting.

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Reporting & auditing	Information communication	L	A monitoring statement is produced regularly for each Council meeting, This statement includes, bank reconciliation, budget update and a breakdown of receipts and payments.	Existing communication procedures adequate.
Direct costs	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
	Incorrect invoicing		At each Council meeting the Council approves the list of requests for payment.	Review the Financial Regulations when necessary.
	Cheque incorrect	L	Two signatories are required for cheques . The clerk is not a signatory.	
Grants and support payable	Power to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate. Parish Councillors request S137 rules if required.
	Authorisation of Council to pay	L		
Grants receivable	Receipt of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Best Value Account ability	Work awarded /incorrectly	L	Normal Parish Council practice would be to seek, if possible, quotations for any substantial work required to be undertaken or for goods.	Existing procedure adequate. Include when reviewing
	Overspend on services	M	If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation / tender, research the problem and report to Council.	Financial Regulations.
Clerk	Fraud	L	The Clerk has no authority to sign cheques or withdrawals from the deposit account.	Existing procedure adequate.
	Actions Undertaken	L	Clerk should have access to relevant training, reference books, access to assistance and legal advice.	Purchase revised books. Membership of CALC.
Election costs	Expenses of an election cost	L/M	Risk is higher in election year. When an election is due the Clerk will obtain an estimate of costs from the District 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. Balances should be sufficient to meet the costs.	Existing procedures adequate.
VAT	Reclaiming	L	The Council has Financial Regulations which set out the requirements. VAT to be claimed annually. Clerk to monitor VAT on an ongoing basis.	Existing procedure adequate.

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Annual return	Submit within time limits	L	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 time limit.	Existing procedures adequate.
Insurance	Adequacy Cost, Compliance and Fidelity Guarantee	L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedures adequate. Review provision and compliance annually.
Freedom of Information Act	Policy Provision	M	The Council has adopted the model publication scheme for Local Councils. The Council is committed to making available information via the Parish Website and minutes etc are available. There have been no requests for information to date but the Council is aware that requests may require additional hours of work. The Council is able to request a fee.	Monitor and report any impacts of requests made under the Freedom of Information Act.

PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision and maintenance provisions.	Existing procedure adequate.
Maintenance	Poor performance of assets. Risk to third parties.	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.	Existing procedure adequate. Ensure inspections carried out.
Council records - paper	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, records such as insurance.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: corruption of computer	L	The Parish Council's electronic records are stored on the Clerk's own computer, at the Clerk's house. Back-ups of the files are taken at regular intervals. Information such as minutes and financial reports are also stored on the Parish website.	Back-up of electronic files produced regularly.

LIABILITY

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings.	Existing procedures adequate
Minutes/ Agendas/	Accuracy and legality Non-compliance with	L L	Minutes and Agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements.	Existing procedures adequate Undertake adequate training.

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Notices Statutory Documents Meetings	statutory requirements Business Conduct	 L	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.	Members to adhere to Code of Conduct.
Members interests	Conflict of interest Register of members interests	M M	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interest forms to be reviewed at least on an annual basis.	Existing procedures adequate Members take responsibility to update their register
Activities involving public volunteers	Volunteers involved in PC activities, e.g. woodland management and litter picking	M	A risk assessment will be completed for activity formally approved by the PC and sent to the Clerk prior to the activity commencing	

The information above was agreed at the 19 July 2019 meeting of Skelsmergh and Scalthwaiterigg Parish Council.