

HARTLEBURY PARISH COUNCIL

RISK ASSESSMENT SCHEDULE

Reviewed by Finance Committee on 7th March 2017

Ratified by full Council on

Topic	Risk	Level H/M/L	Management of risk	Internal Control System
General Risk Management				
Insurance	Adequacy, cost, compliance and Fidelity guarantee	L	Annual review	Regular item on Finance Committee agenda to review all insurance arrangements immediately prior to renewal, the recommendations of which are presented to the full Council for ratification.
Assets	Damage to building & fixed assets	M	Annual review of Asset Register	Regular item on Finance Committee agenda
	Damage to Parish Hall	L	Insured by HPHMC	Existing procedure adequate
	Loss or damage	L	Inspection programme in place; insurance schedule & asset register maintained	Existing procedure adequate
	Risk of damage to third party property or individuals	L	Annual review of public liability insurance	As per insurance control
	Damage to playground & equipment	M	Annual inspection by RoSPA; regular inspection by Playing Fields Committee	Regular item on Playing Fields Committee agenda

Financial Matters				
Budget	Not set	L	Anticipated expenditure reported by committees; annual review of budget by Finance Committee and ratification by the full Council	Regular item for both Finance Committee and full Council
Precept	Request not submitted	L	Action recorded in minutes & Clerk to monitor	Financial procedures in place
	Not paid by District Council	L	Adequate reserves held to maintain Parish Council responsibilities for one year.	Monthly bank reconciliation
	Inadequate	L	Annual review of budget by Finance Committee and ratification by the full Council	Regular item for both Finance Committee and full Council
Banking arrangements	Not optimized	L	Periodic review by Finance Committee	Regular item on Finance Committee agenda
	Banking not done & cheques not presented	L	Quarterly bank account reconciliation against cash book and error checking built into the recording software	Quarterly bank reconciliation
Grants and support payable	Payment is illegal	L	Each item of expenditure reviewed by full Council to decide if a power to pay exists or if a sec 137 payment is justified; decision is minuted.	Minutes are reviewed routinely by Council and by Internal Auditor
	Sec 137a procedures not followed		Each item of Sec 137 payment reviewed by the Finance Committee to ensure follow-up procedure is implemented; decision is minuted.	Minutes are reviewed routinely by full Council and by Internal Auditor
Grants receivable	Grant not received	M	Clerk follow up as required	Financial procedures in place

Clerk	Salary wrongly paid	L	Monthly breakdown of amount paid presented to members, & supported by documents as appropriate	Details of payment available for verification & approval by members
	Wrong Tax/NI deductions	L	Use of HMRC PAYE calculation and submission web-site	HMRC print out available for verification & approval by members
	Salary set at incorrect level	L	Salary in line with NALC pay scales. Annual salary increments in place in line with employment contract	Annual performance assessment by the Staffing Committee
	Staff fraud	L	Payments to Clerk approved each month by full Council. Fidelity guarantee in place at level recommended by insurers. Clerk is not a bank account signatory	Quarterly bank reconciliation
Chairman's allowance	Too high or low	L	Approval by full Council on appointment	Subject to judgement of Councillors
Supply of goods and services (non-regular)	Goods not supplied	M	Follow up all orders by Clerk	Existing procedures adequate
	Invoice incorrect	L	Invoices checked by Clerk before payment	Payment verified & approved by cheque signatories
	Cheque incorrectly written out	L	Signatories check cheque against invoices	Signatories initial cheque book stubs and invoices
Election costs	Invoice not as expected	L	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 as this is a democratic process and should not be stifled	Existing procedure adequate

Internal Audit	Failure to submit in time for Council approval prior to Annual Return submission	L	Clerk prepares accounts and draft Annual Return for approval by full Council	Regular item on Finance Committee and full Council agendas
Annual Return/ External Audit	Failure to 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	Regular item on Council Agenda
Employer's Annual Tax Return	Failure to submit within time limits	L	Employer's Annual Tax Return is completed and submitted online and to the Inland Revenue within the prescribed time frame by the Clerk	Regular item on Finance Committee agenda
VAT	VAT records not kept	L	All items in cash book	Regular item on Finance Committee agenda
	VAT not claimed back within time limits (3 years)	L	Returns submitted annually	As above
Reserves	Inadequate	M	Reviewed annually at budget setting	Regular item on Finance Committee agenda
	Excessive	L	Reviewed annually at budget setting	As above
Legal Powers	Illegal activity or payment	M	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)	Minutes are reviewed routinely by Council and by Internal Auditor; Members training programme

Record Keeping				
Financial Records	Inadequate records	L	Financial Regulations set out the requirements	Financial Regulations are reviewed annually and an Annual Internal Audit is carried out
	Financial irregularities	L	Records are submitted monthly to bank signatories; quarterly bank reconciliation presented to full Council	Regular item on full Council agenda
Asset Register	Not up-to-date	L	Reviewed annually by Finance Committee for ratification by the full Council	Regular item on Finance Committee agenda
Minutes/Agendas/ Notices	Inaccurate and illegal	L	Minutes (including page numbering) and agenda are produced to a required standard 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.	Routinely presented to all Councillors
Financial Regulations	Legality/adequacy	L	Annual review by Finance Committee for ratification by full Council	Regular item on Finance Committee agenda
Standing Orders	Legality/adequacy	L	Periodic review by full Council	Regular item on full Council agenda
Computer Records	Lost or corrupt files	L	Weekly system back up procedures in place	Existing procedure adequate

Employees & Contractors				
Contracts	Clerk Lengthsman Groundsman	L L L	Reviewed annually by Staffing Committee Based on WCC Annual Agreement Contract agreed annually	Regular item on Staffing Committee agenda Annual agreement signed with WCC Regular item for Finance & Playing Fields Committees
Contractors indemnity insurance	Inadequate	L	Reviewed annually by Clerk	Copies held by Clerk
Key personel	Resignation	L	On-going review by Staffing Committee and chair of hours, health, training, and welfare	Clerk Staffing Committee & Chairman
Councillor's Responsibilities				
Business Conduct	Inappropriate	M	Business conducted at Council meetings should be managed by the Chair	Members to adhere to Code of Conduct.
Code of Conduct	Not current	L	Reviewed with each new Council or when a new version is issued	Based on advice from CA:C
Register of Interests	Not current/complete	M	Councillors reminded at each meeting	Agenda item for every full Council meeting
Declaration of Interests	Prejudicial interest not declared by a member	M	Members to ensure they understand their legal obligations. Opportunity to declare at beginning of every meeting	Standing Order item
Declaration of pecuniary Interests	Pecuniary interest not declared by a member	M	Members to ensure they understand their legal obligations. Opportunity to declare at beginning of every meeting	Agenda item for every full Council meeting; Standing Order item
Register of gift/hospitality	Failure to register	L	Periodic reminder given by Clerk	Standing Order item