

WINSHAM PARISH COUNCIL: RISK ASSESSMENT - OCTOBER 2016

	Key	a = Severity of Hazard if it were to occur				
		b = Likelihood of occurrence / probability				
No.	Subject	Risks Identified	a. L/M/H/	b. L/M/H/	Management & Control of Risk	Review / Re-assessment
	FINANCIAL					
1	Payments: invoices	Cheque written in incorrect amount or payee incorrect	L	L	Robust Internal controls: RFO and member check invoice; 2 members initial cheque stubs & invoice	Governed by Financial Regs. - subject to annual revision
		Blank cheques signed	H	L	Blank/incomplete cheques never signed	"
		Security of cheque books	M	L	RFO retains cheque books in locked fireproof cabinet	"
2	Payments: Wages &	Incorrect numbers of hours paid	M	L	Hours worked are recorded signed for and checked by RFO each session. Members conduct random checks.	Governed by Financial Regs.
	Salaries	Incorrect calculation/wrong deductions	M	L	HMRC online PAYE used. Random sampling checks by members	
		Fictitious employee	H	L	All employees agreed and known by council and payroll records checked.	Monthly
		Late / incorrect end of year PAYE return	H	L	Online filing, RFO makes end of year report to council	Annual - April
3	Income: precept	Correct amount not received	H	L	Checked against Precept form & budget. SSDC also controls payment	Annual - April
	grants	Correct amount not received	H	L	Date flagged in diary/checked when received	Annual
	VAT	Correct amount not claimed	H	L	VAT forms correctly completed. Random checks by members	Annual-March
	VAT	Correct amount not received	H	L	VAT payment checked against claim form	Annual - April / May
	other income	Correct amount not received	M	L	List of other sources regularly checked	Annual
	bad debts	Loss of income to Council	H	L	Not much income from individual contracts. All contracts carefully written	
4	Banking: reconciliation	No agreement between funds in bank and cashbook	H	L	Bank reconciliation carried out monthly checked and initialled by members. Reported to Council quarterly for inclusion in minutes	Monthly. Quarterly
	funds	Too much in current a/c-loss of interest	M	L	Funds continuously cleared into deposit A/C	
5	Financial records	Inadequate records masking irregularities	H	L	Adhere to the Council's Financial Regulations - clear guidance as to proper practice	Random Sampling by members

6	Annual return	Late submission	H	L	Comply, complete and return as instructed by Ext.Aud. Report to full Council	Annual
7	Employees/Appointees	Fraud & embezzlement	H	L	Robust internal controls strictly adhered to. All payments checked by 2 members. Fidelity guarantee in place with insurers.	Continual. Insurance-annual
		Incorrect hours contracted for the post	H	L	Full Council agrees all terms of contract	Annual review
		Incorrect hours claimed	H	L	Full Council agrees overtime hours in advance for special projects or circumstances only	
		Incorrect mileage claimed	H	L	Number and reason for journeys recorded on mileage record form. Checked by RFO/members. Random checks of vehicle mileage by members.	Checked when claimed.
8	PO/RFO reimbursement	Incorrect claim / items not for Council	H	M	Payment only against invoices. Items in office for ID. Random checks by members	Random checks
	Other reimbursements	Incorrect claims/maths	H	L	Maths checked by RFO and also by 1 of 2 signatories.	Continuous
9	PO/RFO	Lack of impartiality/ evidence of bias. Post holder exerting undue influence over decisions.	H	L	The Council, as employer maintains knowledge & control of both areas of work and all that they entail. Members alert to possibility of bias.	Ongoing involvement by members Continuous scrutiny
10	Contracts: cemetery, footpaths and any others	Not obtaining best value	M	L	Obtain 3 quotes for all work over £200	Discussed and agreed by full Council
	Contracts	Work not up to standard	M	L	Carry out regular checks	PO/RFO & members review quality & standards
11	Cemetery Fees	Fees too low to cover maintenance	H	L	Review and compare with other local cemeteries checked income against expend.	Report to Burial Committee for discussion and review annually
12	Insurance	Inadequate cover	H	L	Review each year with specialist Local Council insurers. Obtain three quotes before renewal due.	Annual
		All property not identified	M	L	Keep accurate Asset Register	When changes occur & annual
		inadequate employer/public liability	H	L	Check when insurance renewed	Annual
		Asset register inaccurate for insurance	H	L	Maintain accurate register and review	Annual
13	Budgets	Allocation categories and amounts are insufficient	H	L	Examine trends and forecasts. Estimated expenditure needed for next financial year is discussed in Oct/Nov. and budget set in December.	Annual
		Unforeseen expenses	H	L	Contingency allowed in each allocation plus separate contingency sum for unforeseen expenditure.	
		Ear-marked reserves not clearly identified	M	L	Identify / adjust when setting budget	Annual
14	Internal Audit	Checks list not comprehensive	H	M	Ensure all financial controls and procedures are in place.	Continual
					Review int.aud. programme	Annual

15	Asset Register	Not up to date / inaccurate record	H	M	Review and update when changes occur .	Ongoing / Annual
16	Fines	Fine by Data Prot.Office -non registration	H	L	Register and pay promptly. Reminder in diary	Annual
	Conflict of Interests					
17	Member working as RFO/PO	A member in this position could try to exert undue influence particularly in matters relating to budgetting and expenditure.	M	M	RFO abstains from discussion and vote over budget and other major financial decisions. RFO/PO is mindful at all times of the widest interpretation of the Code of conduct particularly Integrity and Impartiality. This is a members own responsibility and s/he should declare an interest if in doubt.	Continual
	Member with special responsibility	Such a member could favour their own area and influence decision making.	M	L	Members are mindful at all time of the widest interpretation of the code of conduct re Integrity and Impartiality. Declare an interest if in doubt.	Ongoing
	All members	A member with special area of interest also has business interests with the Council			No member with special area of interest has business registered with the Council	Annual
	"	Members who own businesses failing to declare	H	L	Members have received Code of Conduct training	
18	Dispensations re. Code of Conduct	PO / RFO in too difficult a position to grant dispensations, particularly if involved as a member(NALC Code)	n/a	n/a	Dispensations re Code of Conduct heard and decided by full Council (new Sos Aug.2012)	When conflicts are identified
19	Policies					
	Standing Orders	Inadequate / out of date	H	L	Customise from NALC Model and members become familiar with them. Update annually.	Annually in May
	Financial Regulations	Inadequate / out of date	H	L	Ditto	Annually in May
	Risk Assessment	Significant risks not identified	M	L	Continual awareness and recording of possible new areas of risk	3 yearly
	All other policies:					
	Complaints Procedures}	Outdated, inadequate policies that do not serve their purpose	H	M	Ensure all Council policies function properly in practice and are fit for purpose.	Annually in May
	Disciplinary procedure}	Ditto			Ditto	
	Publication Policy }	Ditto			Ditto	
	Appeals Procedure }	Ditto			Ditto	

	Data Protection }	Ditto			Ditto	
	Fol }	Ditto			Ditto	
20	General Risks					
	Business continuity	Absence of PO / RFO due illness or accident	H	L	Deputy is appointed and shadows work of PO/RFO. Use list of locum Clerks if need be.	Continuous sharing of work, knowledge and practices
	Legal Powers	Making ultra vires decisions	H	L	Full council decision making. PO and Deputy trained to seek/give advice	
	Maintenance	No regular programme. Could result in neglect.	H	L	Devise written programme and budget for maintenance	Review prior to budgetting
	Records - paper	Inaccurate filing - poor storage conditions	L	L	Stored in box files in clean dry conditions.	Ongoing
	Records-electronic	Loss of data through computer failure	H	L	Weekly back up of laptop on to extn.hard drive	Weekly on Tuesdays
	Security	Insecure confidential records	H	L	Secure fireproof filing cabinet.Key holding restricted	
	Parish Office	Insecure area	H	L	Only members have keys to office . All confidential documents locked away with restricted access.	