

Sutcombe Parish Council – Risk Assessment Management. Adopted..March 2015.....

Revised 5th March 2018

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
Assets					
Laptop Projector Projector Screen Notice Board Play Equipment	Protection of physical assets.	Low	Low	Annual Insurance	Insurance policy to be reviewed annually. Annual Inspection IT equipment kept at Clerks home insured External Inspection of Play equipment
AED and Cabinets	Protection of physical Assets	high	high	Annual Insurance And regular inspection	Insurance policy to be reviewed annually. Monthly Inspection and report to SWAT
Maintenance of above assets	Inadequate maintenance	Low	Low	Annual Inspection	Council to review budget annually. Introduce annual inspection to minimise risk of failings.
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	High	Annual review of insurance with brokers. Annual review of asset values.	Maintain existing procedures. Asset Register to be revised annually.
Finance					
Precept	Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves.	Low	High	Budget and Precept considered by Council each year. Sound budgetary control.	Maintain existing procedures
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliation quarterly	

Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal audit presented to Council. Financial report at each Council meeting.	Maintain existing procedures
Computer records	Loss of data through system error or theft.	Low	High	Back-up on completion of all entries.	Monthly back-up to USB Memory Stick
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	Low	Low	Ensure adequate reserves. Ensure adequate insurance cover.	Maintain existing procedures
Grants	Mismanagement of Grant Aid powers.	Low	Low	Formal applications only considered for Grant Aid by Finance Committee. Conditions in place. Budgets adhered to.	Maintain existing procedures
Budget	Inadequate budget preparation leading to inability to fulfil obligations	Low	High	Budget considered by approved by Council. Receipts & Payments reported to Council at each meeting.	Maintain existing procedures
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	Maintain existing procedures
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques and initialling of cheque stubs. List of cheques presented to full Council at each meeting.	Maintain existing procedures
Salaries	Incorrect payments to staff (rates, NI, tax)	Low	High	All correspondence filed. Internal audit.	Maintain existing procedures
	Payments not made to HMRC	Low	High	Invoices checked. Internal audit.	Maintain existing procedures

Councillor allowances Election Costs	Non-payment of tax	Low	Low	Councillors do not receive allowances at present	No action required
VAT	Inability to meet costs	Low	Low	Provision made in budget annually	Maintain existing procedures
Annual Return	Errors in calculation. Payments not made to HMRC.	Low	High	Comply with HMRC regulations. Regular reclaims Internal audit.	Maintain existing procedures
Liability	Inability to conduct year end close on time/not submitted on time	Medium	Medium	Book internal audit early	Maintain existing procedures
Third parties					
Staff	Risks to third party, property or individuals	Medium	Medium	Public & Products liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually. Risk assessments of individual events.
All personnel	Compliance with Employment Law	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually
Legal	Health & Safety matters	Medium	Medium	Health & Safety policy needs to be prepared	
Administration	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal	Legal advice to be sought where required
Councillor propriety	Incomplete register of interests.	Low	High	Regular reminder to members, on agenda each month	Maintain existing procedures
	Failure to declare interests	Medium	Low	Regular reminder to members	Maintain existing procedures
Parish Clerk	Sudden unexpected absence of Clerk	Low-Medium	High	All minute books, bank statements cheques etc. are held at Clerks Home. All correspondence is backed up on USB Memory Sticks	Chairman has been given contact details for recovery of all paperwork and IT equipment. Insurance cover for costs of Assets and

					data recovery
Reports and records	Improper and untimely reporting of meetings via the minutes	Medium	Medium	Council to meet bi-monthly to receive and approve minutes of meetings held in the interim. Minutes to be made available to press and public notice boards and the Parish website within 30 days of the meeting	Maintain existing procedures

Checked and updated March 2018