

Ettington Parish Council Risk Assessment – March draft June 2019-18

Risk	Potential Impact	Likely Risk	Risk Level	Action needed /Evidence	Status
Finance					
Proper financial records not kept	H (3)	M/L (2)	6	Financial software used; annual audit completed, clerk trained	Risk minimised
Assets not fully insured	M (2)	H (3)	6	Annual review	Risk minimised
Inland Revenue requirements not met (PAYE and VAT reclaim)	M (2)	L (1)	2	Trained clerk Financial software addresses VAT. Cheque authorisation process and use of "real time" PAYE system addresses PAYE.	Risk minimised
Annual precept not within sound budgeting arrangements	H (3)	L (1)	3	Preparation of detailed budget Quarterly budget report to council	Risk minimised
S 137 funds improperly used	L (1)	M (2)	2	Trained clerk	Risk minimised
Council business not properly recorded	L (1)	M (2)	2	Officials resolutions used; Councillors given opportunity to comment prior to presentation; Master copy signed	Risk minimised
Expenditure approved improperly	H (3)	M/L (2)	6	All expenditure presented to Council meeting <u>On line payments initiated by Clerk and authorised by two of those authorised</u> Cheques signed in accordance with Financial Regulations; Invoices signed by the two councillors who sign cheques <u>Cribsheet presented with cheques for signature</u>	Risk minimised
Money received and banked	M (2)	H (3)	6	Process in place for collection of booking fees for Tennis Court	Risk minimised

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				Tennis court money collected by Councillor prior to meeting and handed to Clerk at meeting Clerk pays into bank within 2 days of receipt	
Debtors	L (1)	M (2)	2	Only debtors will relate to Tennis Courts (Tennis Solutions and Kineton Lawn Tennis Club) and allotment Allotment invoice raised annually prompted by annual timetable. Councillor who collects cash for tennis courts to inform Clerk of usage in order that invoices can be raised (monthly) Outstanding invoices reissued on a monthly basis and any not paid within three months to be reported at a Council meeting	Partially addressed <u>Risk minimised</u>
Bank Reconciliation (to minimise fraud)	M (2)	M (2)	4	Random cash book entries to be checked by someone other than the employee responsible, at least monthly <u>quarterly</u> against bank statements, receipts and other supporting documentation; The balance to be tested against cash and unrepresented cheques	Partially addressed <u>To be initiated by Clerk</u>
Purchases	(M) 2	M (2)	4	Purchases of £1,000 of machinery, equipment, goods, materials, service contracts will not be ordered, received and payment authorised by one individual. Financial processes fully address this risk	Risk minimised
Fund transfers (between accounts)	M (2)	L (1)	2	Funds transfer <u>between current and deposit accounts (Unity Trust) initialted by Clerk and authorised by two of those mandated to do so.</u>	Risk minimised

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				<u>Transfers between NS&I/Unity Trust Bank to be approved at a full meeting of the PC.</u> red only on written instruction in compliance with bank mandate	
Fraud, embezzlement	M (2)	H (3)	6	No petty cash Annual audit Clerk's timesheet/expenses submitted to Chairman at each month end	Risk minimised
Physical Assets					
Playground equipment and benches not safe	H (3)	H (3)	9	System of inspection in place (weekly, monthly and annual)	Risk minimised
Street lights unsafe	M (2)	M (2)	4	Annual inspection contract in place	Risk minimised
Trees at Playing Field	H(3)	L(1)	3	Inspection undertaken in March 2016-April 2019 and all tree work recommended undertaken/quoted for. Reinspection March 2019 and process in place for tender for recommended work.	Risk minimised.
Governance and Processes					
Correspondence not replied to in timely and appropriate manner	L (1)	L (1)	1	Clerk circulates that correspondence which she views to require input of Councillors, for comment; e-mails checked on a regular basis (at least 3 times per week)	Risk minimised

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				Correspondence report submitted to Council meetings	
Loss of electronic data (accounts and documents)	M (2)	H (3)	6	Backup of all documents undertaken monthly and passed to Chairman for retention Accounts are backed up each time updated and monthly as above Accounts backed up at end of financial year and stored on a <u>USB disk</u> which is for <u>this</u> purpose alone.	Risk minimised
Actions of Council lie beyond legal power	H (3)	M/L (2)	6	Clerk trained, if in doubt refer to WALC for advice/legal advice;	Risk minimised
Councillors involved in decisions who have an interest	H (3)	M (2)	6	Vigilance of all Councillors Agenda item for all meetings	Risk minimised
Contracts let improperly	M (2)	L (1)	2	Financial regulations adopted <u>and followed</u>	Risk minimised
Register of members interests not properly maintained	L (1)	L (1)	1	Code of Practice adopted New Councillors sign correct paperwork which is held by Clerk Opportunity for Councillors to make declaration at beginning of each meeting which are recorded in minutes	Risk minimised
Working with young people	H(3)	L (1)	3	Clerk and Cllrs working with young people are DRB checked	Risk minimised
Employment					

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Requirements of employment law not met	M (2)	L (1)	2	HR policies adopted.	Risk Minimised
References not obtained (requirement of insurance policy)	M (2)	M (2)	4	Reference for current clerk in place Needs to be written into HR Policy	Risk eliminated at present
IT					
Loss of data	M(2)	H (3)	6	Back ups undertaken to external hard drive on 1 st working day of month; Backups undertaken to memory stick day of meeting and handed to Chairman to be kept off site Backup of Finance package every time it is used (to computer) Backup of BASIC (HMRC) every time it is used (to computer).	Risk minimised
Corruption	H(3)	M (2)	6	Annual health check of laptop and installation of Bullguard	Risk minimised
<u>Clerk Incapacitated</u>					
<u>Payments not able to me made</u>	<u>M(2)</u>	<u>L(1)</u>	<u>2</u>	<u>Clerk to review whether ANOther is able to initiate payments</u>	
<u>e-mails not accessed</u>	<u>H(3)</u>	<u>L(1)</u>	<u>3</u>	<u>Passwords to be passed, in a sealed envelope, to Chairman for use in extremis</u>	<u>Not yet enacted</u>
<u>Pension and HMRC Payments not</u>	<u>H(3)</u>	<u>L(1)</u>	<u>3</u>	<u>Crib Sheet to be drafted for inclusion with Password document (see above)</u>	<u>Not yet enacted</u>

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<u>calculated/Salary Paid</u>					
<u>Website not maintained</u>	<u>L(1)</u>	<u>L(1)</u>	<u>1</u>	<u>Access details to be documented (as above)</u>	<u>Not yet actioned</u>
<u>Post not received/responded to</u>	<u>L(1)</u>	<u>L(1)</u>	<u>1</u>	<u>Next of Kin contact details to be included (as above)</u>	<u>Not yet actioned</u>
<u>Other routine processes not actioned</u>	<u>(L)1</u>	<u>L(1)</u>	<u>1</u>	<u>Standard Operating Procedure Manual to be drafted</u> <u>WALC contacted to seek locum Clerk</u>	<u>Not yet actioned</u>