

**ALVESCOT PARISH COUNCIL
RISK ASSESSMENT SCHEDULE**

Definition of Risk Management is the threat that an event will adversely affect an organisations ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled.

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. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk (High, Medium, Low)
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review
Business Continuity	Parish Council not being able to continue its business due to an unexpected circumstance	L	All files and recent records are kept at Clerk's home. The Clerk makes a monthly backup of electronic files. In the event to the Clerk being indisposed the Chairman to acquire backup.	Review when necessary. Ensure procedures are undertaken
Meeting Location	Adequacy Health & Safety	L	Meetings are held in Alvescot Village Hall. The Clerk unlocks the building and the locks the door when leaving. In the event of the All the premises are considered adequate for the Clerk, Councillors and Public to attend meetings for a Health & Safety aspect.	Existing procedure adequate
Council Records (Paper)	Loss through theft, fire or damage	L	Current papers are held securely at the Clerk's home.	Damage or theft is unlikely. Provision adequate.
Council Records (Electronic)	Loss through damage, fire or corruption of computer	M	The Parish Councils electronic records are stored on the Clerk's personal computer. Backup of the files is taken on a monthly basis and stored on a memory stick in a fire safe.	Existing procedure adequate

FINANCE

subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review
precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council receives financial update information every 6 months and a detailed budget in November. The precept is an agenda item at the November meeting.	Existing procedure adequate
insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate. Review provision and compliance annually
banking	Inadequate checks	L	The Parish Council has financial procedures in place which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures adequate. Review financial procedures as necessary subject to advice from NALC and external audit.
cash	Loss through theft	L	The Parish Council has a small amount of petty cash or float. Any cash transactions are made by the clerk. All transactions are recorded and receipts filed accordingly.	Existing procedures adequate
financial Controls and records	Inadequate checks	L	Cheque list presented to the Parish Council by the Clerk at each meeting for approval. Two signatories on cheques. Internal and external audit. Financial expenditure must be resolved and minuted before commitment.	Existing procedures adequate
Freedom of Information Act	Provision of Policy	L	The Council has the model publication scheme for Local Councils in place. This has been published on the village website and charges clearly stated.	Monitor for updates and report any requests.

CLERK	Fraud	L	Fidelity Guarantee to £2000 provided loss is discovered with 36 months. Internal Audit to be carried out annually any discrepancies to be brought to the attention of the Parish Council.	
	Actions undertaken	L	Clerk should be provided with reference books, training and access to assistance and legal advice	
	Clerk paid incorrectly	L	The Clerk invoices the Parish Council monthly for the set hours agreed annually and expenses incurred through the month.	
Election Costs	Risk of Election Costs	M	Risk is higher in an election year. There are no measures that can be adopted to minimise the risk of having a contested election. Sufficient reserves should be held to meet the cost.	Include in financial statement when setting precept for election year
VAT	Reclaiming	L	Clerk is responsible for reclaiming VAT in the following financial year.	
Annual Return	Not submitted within the time limit	L	Annual return is completed and signed by the Parish Council, submitted to the Internal Auditor for completion and signing, then checked by RFO and sent to External Auditor within the time limit set by the Audit Commission	Existing procedures adequate

ASSETS

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review
Street Furniture	Damage/theft	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Insurance is reviewed annually in May.	Existing procedures adequate
Grounds Equipment	Damage/theft	L	All items kept in locked shed. Weekly inspections are undertaken to all equipment and records kept.	Existing procedures adequate

LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review
Legal Powers	Illegal activity or payments	L	All activity and payments to be made within the powers of the Parish Council and to be resolved and clearly minuted.	Existing procedures adequate. Monitor on a regular basis
Minutes/Agendas/Statutory documents	Accuracy and legality Non compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Parish Council meetings should be managed by the Chairman or in their absence Vice Chairman.	Existing procedures adequate Clerk has access to adequate training Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place.	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Insurance is in place.	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Parish Council always receives and approves Minutes at meetings. Documentation kept under control of Clerk	Existing procedures adequate Existing procedures adequate Existing procedures adequate
COUNCILLORS' PROPRIETY				
Members Interests	Conflict of Interest Register of Members Pecuniary Interests	M L	Councillors have a duty to declare any interest at the start of the meeting Register of Members Pecuniary Interests to be held by Clerk and updated as required	Existing procedures adequate Members to take responsibility to update and keep up to date with changes

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ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTIONS
Parish Council Insurance including: <ul style="list-style-type: none"> • Public and Employers Liability • Money and Fidelity Guarantee • Personal Accident 	Annually		
Assets Inspection	Annually		
Financial Matters <ul style="list-style-type: none"> • Banking Arrangements • Insurance Providers • VAT return completed • Budget agreed, monitored and reported • Precept requested • Payments approval procedure • Full updated annual accounts/bank statements presented & approved by Parish Council • Clerks salary reviewed and documented • Internal Audit • External Audit • Internal check of financial procedures 	Annually Annually Annually 6 monthly Annually Annually Annually Annually Annually Annually Annually	March 2013 March 2016 November 2015 January 2016 May 2016 October 2014 May 2016 May 2015 June 2016	New Mandate completed

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTIONS
Administration <ul style="list-style-type: none"> • Minutes properly numbered • Asset register available/updated • Financial Regulations reviewed • Backups taken of computer records 	Ongoing Ongoing Annually Monthly		
Employers Responsibilities <ul style="list-style-type: none"> • Contract of employment in place • Pension Requirements 	Ongoing Ongoing		
Members Responsibilities <ul style="list-style-type: none"> • Code of Conduct adopted • Register of Pecuniary Interests completed and updated • Register of gifts/hospitality • Declarations of Pecuniary interest minuted 	Ongoing Ongoing Ongoing Ongoing	May 2016 May 2016	

The Information given above was agreed at the 15th May 2016 meeting and will be agreed annually at the Annual Parish Council Meeting of Alvescot Parish Council as being a correct record.

Signed:

Chairman

Dated

Clerk

Dated