

## Lower Bullingham Parish Council Risk Assessment January 2021

### **Financial & Management**

Subject	Risk (s) Identified	H/M/L	Management/Control of risk	Review/Assess/Revise
Precept	Failure of HDFC payment	<b>LOW</b>	To determine the precept amount required, the Parish Council regularly receives budget update information at the precept meeting, The council receives a budget update report, including actual position and projected position to end the year and indicative figures,or costings obtained by the Clerk. With this information the council maps out the required monies for standing costs & projects for the following year and applies specific figures to the budget headings,that total of which is resolved to be the precept amount to be requested from HFDC.The figure is submitted by the clerk in writing	Existing procedures adequate
Financial Records	Inadequate records, Financial Irregularities	<b>LOW</b>	The council has Financial Regulations, which sets out the requirements	Existing procedures adequate Review the Financial Regulations when necessary
Bank& Banking	Inadequate checks ,Bank Mistakes, Loss , Charges	<b>LOW</b>	The council has financial regulations which set out the requirements for banking,requirements.	Existing procedures adequate

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Cash	Loss or theft or dishonesty	<b>LOW</b>	The council has financial Regulations which sets out the requirements. Any cash received is banked within 3 days. There is no petty cash or float in operation at present	Existing procedure adequate. Review Financial Regulations when necessary
Reporting and auditing	Information Communication	<b>LOW</b>	Financial information is a regular agenda item(Finance report) and discussed/reviewd and approved at each meeting	Existing Communication procedures are adequate.

Grants	Receipt of grant	<b>LOW</b>	The Council has Financial Regulations which set out the requirements and procedures for receiveing grants .	Existing procedure adequate.
Grants and Support Payable	Power to Pay Authorisation of the council	<b>LOW</b>	All such expenditure goes through the required Council process of approval,minuting and listed accordingly if a payment is made	Existing procedure adequate

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Best Value Accountability	Work awarded incorrectly overspend	<b>LOW-MED</b>	The Council has Financial Regulations,which set out requirements and procedures for both regular revenue payments and capitals items	Existing procedure adequate. Include when reviewing Financial Regulations
Clerks Salary	Salary paid incorrectlyUnpaid Tax to inland revenue	<b>LOW</b>	The Parish Council has Financial Regulations which set out requirements and procedures . All salary payments HMRC PAYE approved by monthly PC meeting	Existing appointment adequate
Employees	fraud by staff. Health and Safety	<b>LOW</b>	Requirements of insurance adhered to with regards to fraud. All employess to be provided with adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate .Monitor health and safety requirements and insurance annually
VAT	Re-Claiming Charging	<b>LOW</b>	The Council has Financial Regulations which set out the requirements	Existing Procedures adequate

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Annual Return	Submit within time limits	<b>LOW</b>	The Annual Return is completed and submitted to the Council within the perscribed time frame by the Clerk. The Retrun is submitted to the internal auditor for completion,signed by the Council and sent to the External Auditor within the time frame required.	Existing procedures adequate
Legal powers	Illegal activity or payments	<b>LOW</b>	All activity and payments within the powers of the parish council to be resolved and minuted at full parish council meetings,	Existing procedures adequate

Minutes, Agendas, Notices, Statutory Documents	Accuracy and legality	<b>LOW</b>	Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next council meeting. . The Agenda is displayed according to the legal requirements. Business conducted at the meeting should be conducted by the Chairman.	Existing procedure adequate. Members to adhere to the code of conduct
Members Interests	Conflict of interest Register of Members Interests	<b>LOW-MED</b>	Declarations of interest by members of the Council meetings Register of members interest forms reviewed annually or sooner if necessary	Existing procedure adequate. Members take responsibility to update their Register updated as required
Insurance	Adequacy, cost, compliance,	<b>LOW-MED</b>	An annual review is undertaken (before the time of the policy renewal) of insurance. Insurance is a necessity and must be paid for Ensure compliance measures are in place	Existing procedure adequate Insurance reviewed annually
Freedom of Information	Policy provision		The Council will react as necessary to requests .The PC is aware that if a substantial request came in it could generate a number of additional hours work.The PC can request a fee to supplement the extra hours the extra hours The Clerk maintains the Publication scheme	Monitor any requests made under FOI
Data Protection	Policy Provision	<b>LOW-MED</b>	The Council is registered with the ICO	Ensure annual renewal of registration
<b><u>Physical Equipment or Areas</u></b>				
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Assets	Loss or Damage /Risk to their party property	<b>LOW</b>	An Annual review of assets is undertaken for insurance provision. See Asset register .	Existing procedures adequate
Injury	Injury to employee, member or third party	<b>MED</b>	All assets and equipment are insured against,and adequate liability is held to cover injury	Existing procedures adequate

Maintenance	Poor performance of assets or amenities	<b>LOW</b>	All assets owned by the Parish Council are reviewed regularly and maintained. All repairs and relevant expenditure for any repair is actioned in accordance with the correct procedure of the Parish Council. All assets are insured	Existing procedure adequate
Noticeboards	Risk of damage	<b>LOW</b>	Parish Council has 6 notice boards sited around the parish. No formal inspection procedures are in place, but any damage and faults are reported to the Parish Council and dealt with accordingly	Existing procedure adequate
Meeting Location	Adequacy Health & safety	<b>LOW-MED</b>	The Parish Council Meetings are held in a venue considered to have appropriate facilities for the Clerk, members and general public	Existing procedure adequate
Council records-paper	Loss through theft fire damage	<b>LOW-MED</b>	The current Parish Council records are stored at the home of the Clerk. Historical records are stored in the Parish Office and the Herefordshire Archive Records Office	Damage (apart from fire and theft) is unlikely and so provision adequate.
Website	Out of Date Hacked by Third party	<b>MED</b>	Clerk ensures content is updated following each meeting. The site is maintained by a reputable local web service	Existing procedure adequate
Council records Electronic	Loss through Theft Fire, corruption of computer	<b>LOW-MED</b>	The Parish Council's electronic records are stored in the Parish Council's laptop held with the Clerk at her home. Back ups are made at regular intervals. A second back up is held by the Chair. All minutes, agendas, financial papers, and policies are also uploaded to the website	Existing procedure adequate