

Oare Parish Council – Risk Assessment Management

Adopted: May 2019

Reviewed: May 2022

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
Assets					
Village Hall Playground Wharf Street lighting Bus shelter Street furniture	Inadequate protection of physical assets. Inadequate security of physical assets.	Medium	High	All assets insured. Village Hall Committee responsible for VH, including fire alarm & fire equipment annual test. Street lighting checked regularly by maintenance contractor. Annual and weekly checks conducted of playground. Other assets checked by cllrs in regular walkabouts.	Review insurance policy annually. Discuss issues highlighted by street lighting contractor and annual playground report at meetings.
Maintenance of above assets	Inadequate maintenance of physical assets.	Low	Low	Village Hall Committee responsible for VH maintenance. Regular maintenance of street lighting carried out by contractor. Maintenance of other assets carried out as necessary and when identified by regular checks.	Introduce annual inspection of assets to minimise risk of failings and assist in setting maintenance budget.
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	High	Annual review of insurance with brokers. Annual review of asset values as part of audit procedures. New assets added to insurance schedule when necessary.	Review insurance and asset register annually.
Finance					
Precept	Inaccurate setting of precept level realising demand on reserves.	Low	High	Draft budget based on current figures and planned expenditure. Different precept options given with effect on council tax explained. Draft budget and precept considered and agreed by full council each year.	Maintain existing procedures.
Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliation carried out each month.	Maintain existing procedures.

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Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Annual internal audit with report presented to council and any issues considered. Systems of internal control at meetings, including checking of invoices, cheque book and bank statements.	Maintain existing procedures.
Reserves	Loss through theft or dishonesty. Loss through bank failure.	Low	High	Systems of internal control at meetings, including checking of invoices, cheque book and bank statements. Fidelity insurance. Reserves in bank protected by FSCS up to £85,000.	Maintain existing procedures.
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.
Budget	Inadequate budget preparation leading to inability to fulfil obligations. Overspend of budget. Loss of income or unforeseen major expenditure.	Low	High	Draft budget based on current figures and planned expenditure. Budget considered and agreed by full council each year. Budget monitoring undertaken quarterly and any issues highlighted. Reserves kept at a level enabling continuity of service in the event of unforeseen major expenditure. Trained clerk and cllrs.	Review budget during course of financial year. Take steps to amend budget if necessary. Encourage cllrs to undertake finance training.
Tenders/quotes	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	All invoices recorded and filed on receipt. Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques and initialling of cheque stubs and invoices.	Maintain existing procedures.
Cheque books	Loss of cheques. Fraudulent use.	Low	High	No blank cheques signed. Fidelity insurance.	Maintain existing procedures.
Grants	Mismanagement of S137 powers.	Low	Low	Formal applications only considered for S137 and legalities and budget adhered to. Trained clerk and cllrs.	Maintain existing procedures. Encourage cllrs to undertake training.

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Salaries	Incorrect payments to staff. Payments not made to HMRC.	Low	Medium	Use of HMRC Basic PAYE Tools. Internal audit and internal control at meetings. Chair checks timesheet regularly. End of year HMRC statement presented to council.	Chair or other nominated cllr to undertake checks of PAYE software.
Councillor allowances	Non-payment of tax.	Low	Low	Councillors do not receive allowances at present.	No action required.
Election costs	Inability to meet costs.	Low	Low	Provision made in budget four yearly. Reserves sufficient to cover costs if required.	Maintain existing procedures.
VAT	Errors in calculation. Payments not reclaimed.	Low	Medium	Internal audit checks VAT reclaims. Trained clerk. Regular VAT reclaims made.	Maintain existing procedures.
Annual return	Inability to conduct year end close on time/not submitted on time.	Low	Medium	Internal audit booked early and draft annual return checked as part of process. Annual return standing agenda item at annual meeting. Trained clerk and cllrs.	Maintain existing procedures.
Liability					
Third parties	Risks to third party, property or individuals.	Medium	Medium	Public liability insurance in place.	Review insurance cover annually. Risk assessments of individual events.
Staff	Compliance with employment law. Health & Safety.	Medium	Medium	Employer liability insurance in place. Health & Safety policy in place.	Review insurance cover and H & S policy annually.
Legal	Conduct of council business is ultra vires.	Medium	Low	Clerk verifies legal position for any new proposal, clerk receives training as necessary.	Legal advice to be sought where required.
Administration					
Councillor propriety	Failure to declare interests or incomplete register.	Medium	Medium	Regular reminders to members. Standing agenda item at every meeting. New cllrs complete DPI form on taking office.	Maintain existing procedures.
Councillor/staff propriety	Breach of confidentiality.	Medium	Medium	Regular reminders to members/staff. Cllrs have council email addresses. Clerk trained in GDPR and FOI.	Encourage cllrs to undertake GDPR and FOI training.
Computer records	Loss of data through system error or theft.	Low	High	Data stored in Dropbox (online storage facility). Chair keeps passwords in sealed envelope. Fidelity insurance.	Consider regular backups of data to HDD.

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Computer Security					
Computer failure	Viruses, loss, theft, damage.	Medium	Medium	Up to date anti-virus software maintained and regular scans performed. All data stored in Dropbox (online storage facility). Computer and all accounts password protected. All sensible precautions taken to minimise risk.	Maintain existing procedures.