

WORTHAM & BURGATE PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT POLICY

Topic	Risk Identified	Risk H/M/L	Management of Risk	Action	By Whom
Precept	Not Submitted Not paid by District Council Adequacy of precept	L	Full Minute – RFO follow up	Yearly	Clerk/RFO
		L	Confirm receipt	Yearly	Clerk
		H	Review of budget to actual	Quarterly	Parish Council
Other Income	Cash handling Cash banking Cemetery PFC rents DEFRA	L	No cash transactions occur		
		L	The Council has no responsibility for the local cemetery		
		M	Check/diary as required	Annually	Clerk/RFO
		M	Check/diary required Rural Payments paperwork	Annually	Clerk/RFO
Grants	Claims procedure Receipt of grant when due	L	Check as required	6 mthly	Clerk/RFO
		L	Check as required	6 mthly	Clerk/RFO
Salaries	Wrong salary and/or hours/rate paid Wrong deductions – NI and Income tax	M	Check salary to minutes, check hours and rate to contract	Quarterly	Parish Council
		M	Check to PAYE calculations	Quarterly	Parish Council
Direct Costs and overhead expenses	Goods not supplied to Council Invoice incorrectly calculated or recorded	M	Follow up on all orders	Monthly	Clerk/RFO and Parish Council
		L	Check arithmetic on invoices and perform bank reconciliations	Monthly	Clerk/RFO and Parish Council
Grants and Support	No power to pay or no evidence of agreement of Council to pay Conditions agreed	L	Minute Council agreement with the power used to authorise payment	Monthly	Clerk/RFO and Council
		L	Agree and document any reasonable conditions	Monthly	Clerk/RFO
Election Costs	Invoice at agreed rate	L	Check and consider budget	Yearly	Clerk/RFO
VAT	VAT analysis Charged on sales	M	All items in cash book lists	Yearly	Clerk/RFO
		L	The Council is not registered for VAT		
	Charged on purchases Claimed within time limits	L	Consider all items per cash book lists	Yearly	Clerk/RFO
		M	Agree return submitted	Yearly	Clerk/RFO

Reserves – General	Adequacy	L	Consider at Budget setting	Yearly	Parish Council
Reserves - Earmarked	Adequacy	L	Consider at budget and review of final accounts Review minutes	Yearly	Parish Council
	Unidentified Earmarked or Contingent liability	L		Monthly	Parish Council
Assets	Loss, damage etc	M	Annual inspection, update insurance and asset registers Review adequacy of Public Liability Insurance	Yearly	Clerk/RFO
	Risk or damage to third party property or individuals	M		Yearly	Clerk/RFO
Staff	Loss of key personnel (Clerk/RFO)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate Fidelity Guarantee value set appropriately	Monthly	Parish Council
	Fraud by staff	L		Yearly	Parish Council
Loss	Consequential loss due to critical damage or third-party performance	L	Review adequacy of insurance cover	Yearly	Clerk/RFO
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Yearly	Clerk/RFO
Legal Powers	Illegal activity or payment	M	Educate Council as to their legal powers	Monthly	Clerk/RFO
Financial Records	Inadequate records	L	Check regularly plus internal audit review	Monthly	Parish Council
Minutes	Accurate and legal	L	Review at following meeting	Monthly	Parish Council
Member interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Monthly	Parish Council
Third Party Property and Individuals	Damage resulting from Parish Council providing services or amenities	M	Ensure any service, product or amenity is in accordance with requirements of Parish Council's insurers	Yearly	Parish Council
Libel and slander	Legal proceedings against the Parish Council	M	Review adequacy of insurance cover	Yearly	Clerk/RFO
Employment Law and Inland Revenue Protocols	Failure to meet regulations	M	Appropriate training for Clerk/RFO	Yearly	Clerk/RFO
Freedom of Information	Multiple requests	M	Ensure Freedom of Information policy is in place	Yearly	Parish Council
Records and Documents	Data storage	M	Data held following Privacy Policy and GDPR Procedure	Monthly	Clerk/RFO
	Data Breach	L			

	SAR (subject access request)	L	Statutes for different records Monthly cleansing		
Safeguarding	Procedure not followed	L	Appropriate training	Yearly	Clerk/RFO

Signed: Chair

Approved by Wortham & Burgate Parish Council on: 7th March 2023

Date of next review: March 2024