

Risk Assessment and Management 2020

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKLIHOOD OF OCCURANCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISKS (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)	Date
Assets	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities	The Parish Council holds buildings and contents insurance with a level of cover applicvable tyo the total current value of material assets held.	Current Building and Contents insurance	When applicable determine cost of rebuilding main asset and update insurance policy	
Assets	Security of buildings, equipment etc	Medium 3	Cost of replacing damaged, destroyed or missing assets. Facilities out of use for a period	Security system installed. Secure premises fronting High Street and residential Houses. Back ups taken regularly kept in locked safe	Current insurance Policy.	Review level of accuracy of insurance cover. Review effectiveness of backup system.	
Assets	Maintenance of building	Low 1	The Council currently rents building				
Finance	Banking	Medium 3	Cash flow problems. Increased potential for fraud.	Regular banking and reconciliation of statements. Mandate kept up to date	Reconcilled bank statements. Bank mandate	Review bank reconcilaiation to statements by Councillors regularly and copy of bank statement to finance committee memebers monthly. Mandate to ensure signatories are up to date.	
Finance	Risk of consequential loss of income	Low 1	Loss of key data	Adequate level of insurance cover. Any important documents backed up kept in locked safe.	Current insurance policy	Review the need for consequential loss insurance cover. Storage of key documents when obtained should be locked in a fireproof safe	
Finance	Loss of cash through theft or dishonesty	Medium 3	Adverse publicity for the Council or disclosure risk. Financial loss.	Adequate level of fidelity insurance cover with a minimum of £10,000	Insurance policy document	Review level of fidelity insurance relevant to size/activity of council.	

Finance	Financial controls and records.	Medium 3	Lack of control over the council assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Qualifield internal and external audit reports.	Accounts and asset register prepared on appropriate computerised accounting system. Bank reconciliation undertaken on a regular basis. Expenditure payments approved by council. Minimum 2 council signatories on cheques.	Monthly bank accounts statements. Bank reconciliation statements. Signed expenditure payment reports. Approved signatories on bank manadate.	Update asset register for all future assets purchased.
Finance	Compliance with HMRC regulations	Medium 2	Penalties and/or fines for late returns, errors on submission etc. reputational risk and adverse publicity.	Submit initial VAT return quarterly. Suibmit payroll returns monthly on or before payday on line. Internal and external audit review	VAT returns and workings. Payroll submissionsd confirmations	Ensure VAT & Payroll period in the accounts is fully closed off after preparing returns.
Finance	Budgets supporting annual precept	Medium 2	Council receives less funding than is required to meet it's obligations and objectives.	Council prepares detailed budgetin late Autum. Precept determined directly from this budget. Actual expenditure versus budget reported to councilregularily.	Annual budget statements of council, with minuted approval. Budgets versus actual statemernts with minuted approval.	Regular review of Budget against Actual at least twice a year. New borrowing being considered but as yet value not determined. Full advice will be taken prior to any application.
Finance	Compliance with borrowing restrictions	Low 1	Council acting outside it's powers	Justification for additional borrowing fully reviewed and approved by Council	Internal and external audit reviews	