

Menwith with Darley Parish Council Risk Assessment Strategy

RISK	RISK FACTOR	CONTROL METHOD
FINANCE		
Theft or misappropriation of Parish Council Finances	Low	1) Clerk is not a signatory for cheques but verifies all expenditure 2) 2 Councillors' signatures required on each cheque 3) The Parish Council does not run a petty cash system 4) No payments or receipts are made in cash 5) Internal checks carried out periodically by 2 Councillors who are not signatories 6) Internal audit carried out by person with accountancy experience 7) Parish Council has Fidelity Insurance 8) No Councillor may sign a cheque payable to themselves or to a company in which they have a pecuniary interest <i>(as stated in Financial Regulations – soon!)</i>
Precept not submitted/not paid	Low	1) Diary/reminder system in operation to ensure precept deadline is adhered to and that the precept is received
Invoices received not processed or cheque payments wrongly processed	Low	1) All invoices checked by Clerk for accuracy 2) At each meeting payments are authorised by the full Council. 3) Cheque stub and invoice are initialled as verified by the 2 cheque signatories
VAT Claims not made	Low	1) VAT claim submitted annually 2) Diary/reminder system in operation to ensure VAT re-payment received
Accounts & book-keeping incorrect	Low	1) Clerk maintains proper records, overseen by the 2 Councillors undertaking regular internal checks 2) Internal and external audit carried out annually
Inadequate or mismanaged budgets		1) Updated budget submitted to full Council at every meeting
Costs of services excessive	Low	1) Quotations requested for all regular services 2) Service costs reviewed annually

RISK	RISK FACTOR	CONTROL METHOD
Insurance level incorrect	Low	1) Review of insurance cover is carried out annually to ensure relevant liabilities are insured
Bank account unsuitable	Low	1) Clerk carries out regular review of available accounts, looking at services and interest offered
CLERK		
Legal issues surrounding Parish Council as an employer	Low	1) Clerk service is provided by Weltech Solutions Ltd. This company deals with all legal employment issues
Salary payment incorrect / not made	Low	1) Payment made by quarterly invoice which is approved by full Council at meeting
Enforced absence of Clerk	Low	1) A Councillor will take the Minutes / undertake essential duties <i>(perhaps a Councillor should be named)</i> 2) Contract provides break clause for long term failure to deliver service
GENERAL		
Meeting mismanagement	Low	1) Clerk receives appropriate training re agendas, roles, procedures, minutes etc 2) Chairman receives appropriate initial and on-going training 3) Councillors receive initial and on-going training 4) Council is kept updated of new procedural legislation by Clerk 5) Standing Orders exist to ensure all items are managed correctly <i>(These are coming soon)</i>
Minutes mismanagement	Low	1) Minutes are numbered and dated 2) Minutes are approved by the full Council and each page is signed, at the following meeting
Minutes destroyed or lost	Low	1) Signed copies are kept in folder in secure place (Clerk's home) 2) Second copy kept by Chairman 3) Electronic copy of minutes kept on computer and backed up onto CD

RISK	RISK FACTOR	CONTROL METHOD
Security of Council documents	Low	1) Documents are kept in secure place (Clerk's home) 2) Electronic copies are kept where possible and backed up onto CD
Members interests	Low	1) Members are asked annually to complete / update a Register of Interest Form 2) Each Parish Council meeting agenda includes item re "Declaration of interest" and the chairman asks all members present to declare an interest if appropriate 3) If an interest is declared member signs declaration of interest book
Unlawful actions	Low	1) Clerk advises Council regarding appropriate legislation 2) Clerk ensures Council adheres to all standing orders and financial regulations. 3) Clerk is encouraged to attend relevant training to ensure knowledge is current 4) Clerk deals with complaints according to adopted procedures
Existence of Council Policies	Low	1) Clerk ensures that relevant policies are drafted and put to Council for adoption 2) Clerk ensures that policies are reviewed as appropriate 3) Clerk ensures that Council actions are within adopted policies
Unavailability of Meeting Room	Low	1) Annual timetable of meetings published in May, and dates checked with Booking Secretary of meeting room
Lack of information for public	Low	1) Web site exists and Council information regularly posted on it 2) Minutes are posted on noticeboards and on web site 3) Policies to be posted on web site within 1 month of adoption 4) Information re audit etc published according to statutory guidance 5) Clerk deals with requests for information according to adopted and published Publication scheme
Councillor disqualification through non-attendance	Low	1) Clerk notes apologies, keeps attendance records and advises Council if any Councillor is approaching limit for disqualification