

Kilsby Parish Council Annual Risk Assessment
May 2019 - Review May 2020

Aim	Risk	Likelihood / Impact	Method use to minimise risk	Person(s) responsible
1. Business Continuity	1. Incapacity of Clerk	Medium / High	Designate Person to temporarily act as Clerk in an emergency.	All Members
	2. Resignation of the Clerk	Medium / High	Undertake succession Planning.	All Members
	3. Loss or theft of records	Medium / High	All old copies of minutes prior to electronic use are desposited with the County Records Office. All records are backed up monthly to a suitable electronic device, or to onedrive.	Clerk
	4. Failure to retain or secure the necessary number of Members for a Council	Low / Medium	Maintain an up to date attendance register. Advertise for an election immediately a vacancy exists. Co-opt Members where no election is called.	Clerk
2. To ensure compliance with Acts of Parliament, Councils Financial Regulations and Code of Conduct	1. Lack of knowledge of regulations and codes	High / High	Ensure that all Councillors have available relative Acts. That a Code of Conduct, Standing Orders and Financial Regulations are in place. Highlight essential parts and provide training where relevant.	Clerk / Chair
	2. Absence of Standing Orders	High / High	Ensure that Standing Orders are produced, adopted by Council, understod by Cllrs, and reviewed annually.	Clerk / Chair
	3. Actions by the Parish Council outside its powers laid down by Parliament	Low / High	As at 2.1 above, but ensure that powers are highlighted or extracted into effective summary.	Clerk / Chair
	4. Lack of commitment to regulations and procedures	Low / High	Regular reference to appropriate regulations in agenda items. Delegation of responsibilities to individual Cllrs.	Clerk / Chair / All Members

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	5. Items purchased without proper tendering procedures not providing value for money or resulting in accusations of commercial favouritism	Low / High	Ensure all Cllrs are aware of regulations re. budgetary control and tendering procedures. Introduce practice of estimates for all purchases over a figure agreed in the financial regulations.	Clerk / Chair
	6. Payments made without prior approval and adequate control	Low / Medium	Ensure all payments are approved in Council meetings and recorded in minutes. Where prior payment is required, this is approved by the Chair / Vice Chair. No cash payments are made by the Council.	Clerk
	7. Lack of control of signatories to cheques and online payments	Low / High	At least two Cllrs as authorised signatories approved by Council.	Clerk
	8. VAT not properly accounted for.	Medium / Medium	Ensure appropriate publications held and that Clerk has knowledge of VAT regulations.	Clerk / Chair
	9. Notice of meetings	Low / Low	A notice of meetings, including the agenda is placed on a notice board and on the Councils website giving the required notice for each meeting.	Clerk
	10. Approval of minutes	Low / Low	Minutes are approved at the next meeting of the Council. A copy of the minutes is displayed on the Councils website no later than one month from the meeting.	Clerk / All Members
	11. Register of Interests	Low / Low	Members are required to declare an interest in any item of business and this is recorded in the minutes. Completed 'Register of Interest' forms are submitted to the Monitoring Officer and regularly reviewed.	Clerk / All Members
	12. Security of Data	High / High	Confidential documents are held in a secure place.	Clerk
	13. Freedom of Information	Medium / Medium	The Council has adopted the model scheme and registered with the Information Commissioner.	Clerk

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3. To identify and regularly review the Councils Priorities	1. Lack of knowledge of how to set priorities, and identify risks to their achievement	Low / Medium	All Cllrs to be made aware of the need for objectives and identification of risks. Agree objectives and priorities as part of an annual report & attend training sessions if applicable.	Clerk / All Members
	2. Lack of commitment by Council Members	Low / Medium	Add risk assessment to agenda annually, reviewing particular items, and results against those items.	Clerk / Chair
	3. No risk analysis carried out	Low / High	As at 3.1 above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission.	Clerk / Chair
	4. No steps taken to combat identified risks	Medium / High	As at 3.2 above	All Members
	5. Failure to prioritise in practice	High / High	All Cllrs to be made aware that priorities must be set on the basis of the capacity of the Parish Council to deliver. Attend training where appropriate.	All Members
	6. Impact of potential Public Spending Cuts	High / High	As at 3.5 above.	All Members
4. To influence Government and other organisations to fulfil the requirements of the Parish population	1. Lack of effective lines of communication with other organisations	Low / High	Record all communication lines that are essential or beneficial and make information available to Cllrs. Establish contacts by name and where possible face to face.	Clerk
	2. Lack of effective lines of communication with parishioners	Low / High	Implement a Communications and Engagement Strategy. Take every opportunity to publicise role of Parish Council through Parish Newsletter and website. Effective use of Noticeboards and 'fliers'. Use key issues to raise profile of Parish Council and to test parishioners views from detailed questionnaires and public meetings.	Clerk / Chair / All Members
	3. Lack of preparation on subjects requiring influence	Low / High	Ensure that all Cllrs are aware of the need for careful research and are guided as to where to obtain relevant information on issues under discussion.	All Members

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	4. Lack of confidence by Parish Councillors	Low / Medium	As at 4.1 above. Experienced Cllrs to assist newcomers and provided relevant training where appropriate.	Chair
5. To ensure that all Cllrs are aware of their responsibilities and possible liabilities, and to provide adequate insurance cover for all possible risks	1. Lack of knowledge of possible culpability of Cllrs	Medium / High	Creation of standing orders and familiarisation with those where greatest risk occurs.	Clerk
	2. Lack of education of Cllrs regarding culpability	Medium / High	As at 5.1 above. Delegate responsibility to one or two experienced Cllrs to assist newcomers to understand culpability. Attend any training courses available.	Chair / All Members
	3. Inadequate insurance cover taken out - property, personal liability, fidelity, & employers liability.	Low / High	Review risk assessment by including on agenda of Parish Council meetings annually. Ensure a risk assessment is carried out for all new assets and appropriate insurance cover considered.	Clerk / All Members
6. To keep appropriate books of account accurately and up to date throughout the financial year	1. Lack of knowledge of accounting requirements	Low / High	Ensure that all Cllrs are familiar with current financial regulations and include them in standing orders that are reviewed annually.	All Members
	2. Lack of commitment to accounting requirements	Low / High	As at 6.1 above. Clerk to produce up to date financial reports at all meetings. Internal and External audit reports to be made available to all Cllrs and published on the website and any recommendations to be acted upon promptly.	Clerk / Chair / All Members
	3. Bank charges unnecessarily incurred	Low / High	Clerk to balance accounts against bank statements monthly	Clerk

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	4. Inaccuracies in recording amount totals in books of account, and bank reconciliations	Low / High	Clerk to ensure that books of account are formatted in such a way that internal controls are included and activated. Annual internal audits to advise on internal controls required.	Clerk / Internal Audit
	5. Banking	Low / High	All bankings and drawings of cheques to be in accordance with Financial Regulations.	Clerk
	6. Inaccuracies and interest losses caused by account transfers	Low / Medium	Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest bearing account.	Clerk
	7. The most beneficial interest terms not being employed	Low / High	Ensure that favourable interest rate is obtained on deposit accounts and review against alternatives, but bearing in mind the risks in changing accounts.	Clerk
	8. Inadequate control of cash receipts and payments	Low / High	Avoid cash payments and receipts if possible. Where cash payments and receipts are unavoidable use a properly controlled petty cash account with a set maximum balance.	Clerk
	9. Books of account not kept up to date / invoices not posted promptly	Low / High	Regular monthly update of accounts by Clerk. Financial reports at all Parish Council meetings.	Clerk
	10. Internal controls not in place or not operated	Low / High	As at 6.8 above.	Clerk
	11. Payments missed or delayed due to inadequate filing of invoices	Low / High	As at 6.8 above. All invoices to be checked and filed as pending on receipt and reported to next Parish Council meeting.	Clerk

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7. To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents	1. Lack of knowledge of wishes of residents	Low / High	As at 3.2 above	All Members
	2. Use of funds not giving value for money.	Low / High	Effective budget planning processes. Creation of outline Financial Forecast plan.	All Members
	3. Use of funds not in accordance with the wishes of the residents.	Low / High	As at 7.2 above. Appointment of RFO (Clerk) to create effective financial management.	All Members
	4. Charges for use of facilities inadequate	Low / Medium	Effective financial management and prompt collection by RFO. Internal audit checks.	Clerk / Internal Audit
	5. Fund raising not properly controlled or not in accordance with regulations	Low / High	All Cllrs to be aware if need to check regulations before commencing fund raising activities. Effective financial management by RFO.	Clerk / All Members

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<p>8. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate</p>	<p>1. Lack of knowledge of budgetary process, and Council regulations</p>	<p>Low / High</p>	<p>Include regulations in Standing Orders issued to all Cllrs. Budget must be approved in full council.</p>	<p>Clerk / All Members</p>
	<p>2. Lack of commitment to budgetary process</p>	<p>Low / High</p>	<p>As at 8.1 above. Involve all Cllrs in budgetary process not solely the Clerk.</p>	<p>All Members</p>
	<p>3. Inadequate consideration of requirements for annual precept</p>	<p>Low / High</p>	<p>As at 8.1 above. Start consideration of calculation at least 4 months prior to submission date. Create annual plans to assist in process.</p>	<p>All Members</p>
	<p>4. Calculation not in accordance with Council regulations</p>	<p>Low / High</p>	<p>Checks by RFO.</p>	<p>Clerk</p>
	<p>5. Inadequate internal controls with regard to monitoring expenditure</p>	<p>Low / High</p>	<p>Financial and budget progress reports to all Parish Council meetings.</p>	<p>Clerk</p>
	<p>6. Election costs</p>	<p>Medium / High</p>	<p>Budget towards election costs over a four year period to spread the impact on the Council.</p>	<p>Clerk / All Members</p>
	<p>7. Reserves too low</p>	<p>Medium / High</p>	<p>As at 8.5 above.</p>	<p>Clerk / All Members</p>
<p>9. To explore all possible sources of income, and to ensure that expected income is fully received</p>	<p>1. Lack of knowledge of possible sources of income e.g. grants, funding streams</p>	<p>Medium / Medium</p>	<p>Work closely with local association and residents groups to gain experience of all grant / funds available and application procedures.</p>	<p>Clerk / All Members</p>

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	2. Lack of commitment to pursue possible sources of income	Low / Medium	As at 9.1 above.	Clerk / All Members
	3. Non receipt of sums claimed	Low / Medium	All applications and approvals reported through minutes to create an audit trail.	Clerk
	4. Receipts not banked or not banked properly	Low / Medium	Financial and budget progress reports to all Parish Council meetings.	Clerk / Internal Audit
	5. Debts not pursued promptly	Low / Medium	As at 9.3 above.	Clerk
	6. VAT claims not made promptly or made incorrectly	Low / Medium	Ensure Clerk has appropriate and up to date VAT official publications. Financial and budget progress reports to all PC meetings.	Clerk / Internal Audit
10. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained	1. Lack of knowledge of assets of Parish Council	Medium / High	Ascertain and record all assets for which Parish Council is responsible. Create permanent asset register and include in final accounts. Value of assets needs to be recorded on AGAR	Clerk / All Members
	2. Assets lost or misappropriated	Medium / High	Confidential documents are held in a secure place.	All Members
	3. Inadequate or inaccurate valuation of the Councils assets	Medium / High	Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks.	Clerk
	4. Asset register not established or inadequately maintained	Medium / High	Create asset register in accordance with Audit Commission requirements.	Clerk

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11. To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc.	1. Lack of knowledge of applicable legislation	Medium / Medium	Clerk to have all appropriate legislation available. Review liabilities and responsibilities periodically at Parish Council meetings.	Clerk / All Members
	2. Lack of public awareness of applicable legislation	Medium / Medium	Include, as appropriate, in any public consultations.	All Members
	3. Failure to comply with applicable legislation	Medium / High	As at 11.1 above	Clerk / All Members
12. To carry out adequate safety checks on all buildings, properties, and equipment for which the council is responsible	1. Lack of information on properties, buildings and equipment	Medium / High	Ensure that all current legislation and advice is held by the Clerk. Include in asset register all properties and assets for which the Parish Council is responsible. Ensure all assets and details of all risks are adequately detailed with the insurance company.	Clerk
	2. Lack of knowledge of safety requirements or commitment to carrying our safety checks	Medium / High	Ensure that all current legislation and advice is held by the Clerk.	Clerk

DATE of REVIEW: 9.05.23

SIGNED: Chairman