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| **RISK AREA** | **POTENTIAL RISK IDENTIFIED** | **LIKLIHOOD OF OCCURANCE** | **POTENTIAL IMPACT** | **STEPS TO MITIGATE RISK (CONTROL)** | **EVIDENCE** | **ACTION (AGREED IMPROVEMENTS)** |
| 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 applicable to the total current value of all material assets held. | Current building and contents insurance schedule. | When applicable, determine cost of rebuilding main assets and update insurance policy. |
| Assets | Security of buildings, equipment etc | Not  Applicable | Cost of replacing damaged, destroyed or missing assets. Facilities out of use for a period. | Security cameras placed around the parish offices. Caretaker employed as key holder.  Regular external backup | Current insurance policy. | Review level and adequacy of insurance cover.  Review effectiveness of backup system. |
| Assets | Maintenance of buildings etc | Not  Applicable |  |  |  |  |
| Finance | Banking | Medium | Cash flow problems. Increased potential for fraud | Regular banking and reconciliation of statements. Mandate kept up to date. | Reconciled bank statements. Current bank mandate. | Review bank mandate to ensure cheque signatories are up to date. |
| Finance | Loss of key data | Low  1 | Risk of consequential loss of income | Adequate level of insurance cover. Any important documents backed up, kept in locked filing cabinet.  Regular external backup. | Insurance policy  Back up to External Hard Drive, kept offsite | Review the need for consequential loss insurance cover. |
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| Finance | Loss of cash through theft or dishonesty | Medium  3 | Adverse publicity for the council on disclosure. Reputational risk. Financial loss. | Adequate level of fidelity insurance cover, with a minimum of £150,000. | Insurance policy document | Review level of fidelity insurance relevant to size/activity of council. Annually |
| Finance | Financial controls and records | Medium  3 | Lack of control over the Council’s assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Qualified internal and external audit reports. | Accounts and asset register prepared on appropriate computerised accounting system. Bank reconciliations undertaken on a regular basis. Expenditure payments approved by council. Minimum 2 council signatories on cheques. | Monthly bank accounts statements. Quarterly bank reconciliation statements.. Approved signatories on bank mandate. | Set up of computerised asset register and reconcile to agreed insurance values. Update asset register for all future assets purchased. |
| Finance | Compliance with HMRC regulations | Medium  2 | Penalties and/or fines for late returns, errors on submissions etc. Reputational risk and adverse publicity. | Use external advice when necessary. Submit VAT return at least annually. Submit payroll end of year returns online, on time. Internal and external audit review. | VAT returns and workings. Payroll submission confirmations external pay roll services.  PATA Payroll Services | Ensure VAT period in the accounts is fully closed off after preparing the VAT return. |
| Finance | Budgets supporting annual precept | Medium  2 | Council receives less funding than is required to meet its obligations and objectives. | Council prepares detailed budget in late Autumn. Precept determined directly from this budget. Actual expenditure versus budget reported to Council on a quarterly basis. | Annual budget statements of council, with minuted approval. Budget versus actual statements with minuted approval. | . |
| Liability | Risk to third party, property or individuals | Medium  3 | Funding cost of a successful action or claim against the Council.  Reputational risk. | Public liability insurance cover (£10M). | Current insurance policy. |  |
| Liability | Legal liability as a consequence of asset ownership (e.g. burial grounds, recreation ground, | Medium  3 | Funding cost of a successful action or claim against the Council. | Public liability insurance cover (£10M). | Current insurance policy.  BHIB |  |
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| Employer Liability | Non-compliance with employment law | Medium  3 | Employee dissatisfaction and disputes, potentially leading to industrial tribunal. | Relevant staff training and experience. Advice from relevant professional advisers and membership bodies e.g. LRALC  Code of Conduct training for members. Employers liability insurance (£10M) | Staff qualifications and training records.  Membership confirmation.  Contractual arrangements with professional advisers.  Current Employers Liability insurance certificate. |  |
| Employer Liability | Non-compliance with HMRC requirements | Medium  3 | Fines and penalties for late returns, errors etc. HMRC investigations. | Relevant staff training and experience. Advice from HMRC as required.  Internal and external audit reviews. | Records of HMRC returns and submissions. |  |
| Employer Liability | Safety of staff and visitors | Low  1 | Funding cost of a successful action or claim against the Council.  Reputational risk. | Adequate insurance.  Health & safety policy in force | Current insurance policy. Health & safety policy document. BHIB |  |
| Legal liability | Ensuring activities are within legal powers | Low  1 | Potential reputational and financial risk. | Parish Clerk clarifies the legal position on any new proposal put before the Council. Legal advice to be taken when necessary.  Standing orders and financial regulations up to date and fully complied with. | Council minutes. Standing orders and financial regulations document. | Review annually and Council to minute this (irrespective of any changes made). |
| Legal liability | Accurate and timely reporting via the minutes | Medium  3 | Inappropriate or no actions undertaken. Reputational risk.  Non compliance with the Freedom of Information Act | Full council meets regularly and receives and approves minutes of meetings. Minutes made available to public via the Council website. | Council minutes (hard copy and via the web) | Minutes of Council and committees to be uploaded onto website within 3 weeks of relevant meeting. |
| Legal liability | Proper document control | Medium  2 | Loss of key data.  Confidential data compromised.  Council unable to function effectively | Any key legal documents kept in locked cabinet. Computer backed up regularly using external hard drive. | Schedule of any documents contained in locked cabinet.  Kept by Clerk |  |
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| Cllr Propriety | Registers of Interests, Gifts and Hospitality in place | Low  1 | Conflict of interest of councillors’. Corruption | Register of Interest completed and reviewed annually. Gifts and Hospitality Register available. |  |  |

Adopted Date