

<b>Gulworthy Parish Council - Risk Assessment Management 2024</b>				
<b>Area</b>	<b>Risk(s) Identified</b>	<b>Risk level</b>	<b>Potential Impact</b>	<b>Management/Control of Risk</b>
<b>Assets</b>		H/M/L	H/M/L	
Cemetery	Protection of physical assets	L	H	Included in insurance
Maintenance of cemetery assets (also see separate risk ass)	Inadequate maintenance	L	L	Maintenance carried out by appointed contractor
Insurance	Inadequate cover or increasing costs unnecessarily	L	H	Annual Review of insurance with brokers
<b>Finance</b>				
Assets	Asset values	L	M	Annual review of asset values and audited
Precept	Overspend of budget and/or inaccurate setting of precept level realising demand on reserves	L	H	Budget and precept agreed by Parish Council each year.
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities	L	H	Bank reconciliation every month
Financial controls and records	Inadequate records leading to financial irregularities	L	H	Internal & external audit presented to Council
Computer records	Loss of data through system error or theft	L	H	Monthly Back up on separate hard drive
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems	L	L	Ensure adequate reserves. Ensure adequate insurance cover
Payments	Loss through theft or dishonesty	L	L	Payments made matched to invoices. No Petty Cash float
Budget	Inadequate budget preparation leading to inability to fulfil obligations	L	H	Budget considered by full council each year.
Tenders	Best Value not achieved	L	L	Financial regulations detail procedures to be followed
Payments	Goods not supplied but invoiced. Invoices incorrect.	L	H	All invoices filed on receipt. Invoices checked for accuracy and for receipt of goods and services, before payment. Two signatories on cheques and initialling of cheque stubs.–Internet payments cross referenced to approved list of payments from monthly meeting. Cllrs to set up one tier authorisation procedure for payments.

Cheque Books	Loss of cheques. Fraudulent use	L	H	No blank cheques signed.
Receipts	Services provided by Council but not paid for	L	H	Invoices issued. Prior payment for direct invoicing otherwise collected by funeral director on our behalf before interment
Grants	Mismanagement of Grant Aid powers	L	L	Formal applications only considered for Grant Aid. Conditions in place. Budgets adhered to.
Salaries	Incorrect Payments to staff (rates, NI, tax)	L	H	All correspondence filed. Internal audit. Calculations made by Separate payroll company.
Salaries	Payments not made to HMRC	L	H	Invoices checked. Internal audit. Calculations made by separate Payroll company.
Councillor Allowances	Non-payment of tax	L	L	Councillors do not receive allowances
Election costs	Inability to meet costs	L	L	Provision made in budget
Annual Return	Inability to conduct year end close on time/not submitted on time	L	L	Book internal audit early and ensure all accounts are prepared on time
<b>Liability</b>				
Third parties	Risks to third party, property or individuals	L	L	Public Liability insurance in place (limit of indemnity £10m)
Staff	Compliance with Employment Law	L	H	Employer liability insurance in place (limit of indemnity £10m). Cllrs to attend be aware of or attend DALC training in employment law.
All personnel	Health & Safety matters	H		Health & Safety policy to be addressed
Legal	Conduct of Council business is ultra vires	L	L	Clerk to verify legal position for any new proposal
<b>Administration</b>				
Councillor propriety	Incomplete register of interests	L	H	Members to be responsible for Completion but can check with Clerk
Councillor propriety	Failure to declare interests	L	L	Members to be responsible for Completion and notifying any changes but can check with Clerk
Councillor/staff propriety	Breach of confidentiality	L	L	Members agree to Code of Conduct
Reports and records	Improper reporting of meetings via the minutes	L	L	Draft minutes circulated with opportunity for feedback. Minutes to be made available to the public.

Approved 02.12.2024 minute item 19.