

**PRESTON CAPES PARISH COUNCIL**  
**Risk assessment and management for the period 1<sup>st</sup> May 2021 - 30<sup>th</sup> April 2022**

**Date reviewed and adopted: 11<sup>th</sup> May 2021**

**Definition of Risk Management**

Risk is the threat that an event or action will adversely affect the Parish Council's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

**Signed by Chairman** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by Clerk** \_\_\_\_\_

**Date:** \_\_\_\_\_

**May 2021 revisions (use of on-line banking) are shown in bold text or rule-through.**

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**ADMINISTRATION**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L risk</b>	<b>Management/Control of risk</b>	<b>Action</b>
Annual return	Not submitted within time limits	L	Annual Return is completed and signed by the Parish Council, submitted to the internal auditor for completion and signing and sent to external auditor within the time limit	Existing provision adequate. Diary for May.
Business continuity	Council not able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at Clerk's home. Clerk makes a monthly back-up of files. In the event of Clerk becoming indisposed, Chairman to contact NCALC for advice.	Review when necessary. Ensure procedures followed. Clerk copies email correspondence to Chair & Vice Chair
Clerk	Actions undertaken	L	Clerk should be provide with relevant training, reference books, access to assistance and legal advice.	Existing provision adequate
Freedom of Information Act	Policy provision	L	The Parish Council has adopted a model publication scheme arranged by N-CALC acting as its Data Protection Officer.	Councillors to review N-CALC documents annually.
Legal powers	Illegal activity or payment	H	<b>Educate Councillors as to their legal powers through training; Clerk to advise as appropriate.</b>	<b>Power shown on spreadsheet headers and within minutes.</b>
Meeting location	Adequacy, health and safety	L	Meetings held in village hall. Premises and facilities are considered adequate for Clerk, Councillors and any public who attend from a health, safety and comfort aspect.	Existing provision adequate. <b>Special Zoom provisions during 2020-21 government Corona virus lock-down.</b>
Members interests	Conflict of interest	M	Declaration of interest to be documented and minuted and any conflict addressed as appropriate	At every PC meeting
Minutes	Accurate and legal	L	Review at following meeting	Approval at PC meeting
<b>Recording of Meetings</b>	<b>Loss from recording machine</b>	<b>L</b>	<b>Back up recording to computer</b>	<b>Clerk to back up after each meeting</b>
Staff	Loss of key personnel (Chairman/Clerk)	M	Hours, health, early departure – risk monitored and managed as appropriate	RFO/Clerk/member view

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**ASSET MANAGEMENT AND INSURANCE**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L risk</b>	<b>Management/Control of risk</b>	<b>Action</b>
Assets	Loss, damage etc	M	Annual inspection, update insurance and asset registers	Diary, <b>updates to budget</b>
Assets	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements in place	Diary – May
Insurance	Cost	L	An annual comparison is made of other insurances available	Diary – May
Loss	Consequential loss due to critical damage or third party	L	Review of adequacy of insurance cover	Diary – May
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Diary, <b>updates to budget</b>
Loss of litter picking equipment (accidental breakage is not covered)	Non-return by a member of the public	M	Holder of the Parish Council equipment is to require the public to sign and date for receipt of the equipment; himself / herself to sign for its return	Provide a sign in-out sheet for the equipment holder, reviewed annually.

**PUBLIC LIABILITY**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L risk</b>	<b>Management/Control of risk</b>	<b>Action</b>
Risk to Councillors or employees on Council business	Claims for injury or compensation	L	Public Liability insurance maintained for Parish Council members and its employees	Review annually at insurance renewal
Risk to Public on Parish Council business (litter picking)	Claims for injury from litter	L	Supply suitable litter grab, hoop for sack	Public to agree to use the equipment provided
Risk to Public on Parish Council business (litter picking)	Being injured by traffic whilst working on the verges	L	Supply of suitable high-visibility jacket	Public to agree to wear the jacket provided
Accidental libel or slander of a member of the public	Councillor speaks unwisely resulting in a claim	M	Insurance maintained for Libel and Slander £250,000. Councillors receive suitable training.	Councillors review standing orders

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**FINANCIAL MANAGEMENT**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L risk</b>	<b>Management/Control of risk</b>	<b>Action</b>
Clerk's expenses	Challenge from HMRC regarding payment of expenses	M	Dispensation for some expenses obtained from HMRC; other expenses evidenced by receipts	Evidence – document from HMRC on file
Direct costs	<b>Online payment</b> is excessive or to wrong party	L	<b>RFO enters the payment amount, not adjustable by the signatories. Authorised Councillor log-ins authorise the payment amount.</b>	<b>Advised in the published agenda, approved by council in the meeting minutes.</b>
Direct costs	Invoices for Parish grass mowing – conflict over agreed number of cuts and number undertaken	M	Cuts to be minuted sequentially	Clerk verify
Direct Costs	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliation on a <b>quarterly</b> basis	RFO verify
Direct costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval clerk
Election costs	Invoice above budgeted cost	L	Monthly financial reports to include accrual for cost	RFO check against advice; Retention of <b>£2,000</b> in account ring fenced in election year
Election costs	Insufficient funds	L	Consider at budget and minute outcome	Take advice from DDC on cost
Financial Data	Loss of financial data	L	Consider method of data storage	RFO check
Financial Records	Inadequate records	L	RFO/Clerk to provide <b>quarterly</b> reports and bank statements, minuted. Internal audit review	Diary
Funds stolen by an employee	Parish Council funds removed without due authorisation	L	Council insures for a Fidelity guarantee to £20,000	Review at insurance renewal
Grants	Claims procedure	M	Clerk/RFO as required	
Grants	Receipt of grant when due	M	Clerk/RFO as required	Grant receipts log kept
Grants and support	No power to pay or no evidence of agreement of Parish Council to pay	M	Minutes Parish Council agreement with the power used to authorise payment	Clerk to show on agenda and minutes. Councillors to verify.

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Grants and support	Conditions agreed	L	Agree and fully document any reasonable conditions in Minutes	Clerk to action as and when appropriate
HMRC PAYE Payment	Failure/late payment	L	Minuted date of payment	Evidence – <b>online bank statement</b>
Insurance	Risk or damage to third party property or individuals	L	Review adequacy of Public Liability Insurance	Diary
Insurance	Fraud by staff	L	Fidelity Guarantee value appropriately set	PC review annually
Investment income	Receipt when due	L	Clerk/RFO check as required	
Investment income	Surplus funds	L	Review levels and investment policy	
Other income	Cash handling	L	<b>Cash handling is avoided but where necessary, appropriate controls are in place – cash book with 2 signatures required. The Parish Council has no petty cash or float.</b>	Annual review of documented controls.
Other income	Cash banking	L	<b>Segregate duties. Check to bank statements. Regular bank reconciliation. All received cash is deposited into the current online account</b>	<b>Evidence – online bank statement</b>
Precept	Adequacy of precept	L	<b>Quarterly</b> report of budget to actual	<b>Available</b> in each PC meeting
Precept	Not paid by DDC	L	Minuted receipt	Diary - <b>May</b>
Precept	Not submitted	L	Full minute – RFO follow up	Diary – <b>January - February</b>
Reserves – earmarked	Unidentified earmarked or contingency liability	L	Review minutes <b>and budget reporting</b>	RFO/Councillor to review annually
Reserves – General	Adequacy	L	Consider at budget setting	RFO check/member view
VAT	Claimed within time limits	L	Submission of claim minuted	RFO verify
VAT	VAT analysis, charged on relevant purchases	L	All items entered in cash book	RFO verify