

LITTLE BEALINGS PARISH COUNCIL

Risk Assessment and Management for the period to 31 March 2021

A Risk Assessment must be reviewed and adopted by the Council annually during the financial year and before 31 March. The risk management procedures, as documented below, were confirmed to be in practice by the Internal Auditor on 14 June 2020.

Topic Risk Identified	Risk Identified	High/Medium/Low	Management of Risk	Staff Action
Precept	Request Not Submitted/Accurate	M	Full minute of amount required	RFO – diarise submission deadline
	Not paid by DC	L	Confirm Receipt	RFO – diary reminder set
	Adequacy of Precept	M	Effective Budget Setting and Control	RFO quarterly review to actual – diary reminder set
Other Income	Cash Handling	L	Avoid cash if possible	Annual review of controls in place at end of year
	Cash Banking	L	Segregate duty from cash handling if possible	RFO to bank and check statements. Quarterly bank reconciliation by Councillor
	Share of village sign insurance premium not collected	L	Link to payment of premium	RFO – diary reminder
	VAT not claimed/claimed late	M	Full minute of amount due at end of year	RFO – diary reminder
	Investment Income	L	Check receipt annually	RFO – diary reminder
Expenditure	Salary paid incorrectly	M	Full minute of payments	Councillor to check annually against contract and national rates/terms
	NI and PAYE paid incorrectly	L	Generated electronically by HMRC	Councillor to check annually
	Direct costs/overheads /orders not paid and/or received	L	Full minute of all costs incurred	RFO – diary action and check of invoices, orders and good received
	Incorrect cheque payees or amounts	L	Full minute and Councillor signature of schedule, cheques and cheque stubs, and only in meetings	RFO monthly check of bank statement and Councillor quarterly bank reconciliation

Topic Risk Identified	Risk Identified	High/Medium/Low	Management of Risk	Staff Action
	Donations made with no statutory power or authority to pay	L	Full minute required of all donations made	Councillor quarterly bank reconciliation
Budget Setting	Reserves inadequate	L	Annual consideration of draft budget	RFO – diary action
Loss of Key Personnel	hours, health, stress, training, long term sickness, early departure	L	Monitor and manage as appropriate	Chairman, annually and as appropriate
Fraud by Staff	Financial and reputational damage	L	Appropriate insurance and management	RFO and Chairman
Consequential Loss due to critical damage or third party	Inability to function/impaired performance	L	Appropriate insurance	RFO – diary action
Risk or Damage to Third Party/Public Liability	Damage to properties or individuals	L	Appropriate insurance	RFO – diary action
Asset Loss/Reduced Value	Inability to function/impaired performance	L	Annual review of equipment, disaster recovery and insurance	RFO – diary action
Adequate Insurance	Inability to function/impaired performance	L	Review cover annually	RFO – diary action
Legal Powers	Illegal activity or payment	L	Training for Councillors	Councillors to request RFO – diary action for annual review
Records of Decisions and Minutes Accurate	Records inadequate	L	Full minutes agreed and approved by Council at following meeting	Clerk to prepare minutes and include approval on Agendas
Members Interest	Conflict of interest	M	Declarations of interest to be minutes and conflict addressed as appropriate	Clerk and all Councillors to consider at each meeting

Reviewed and adopted at the Parish Council meeting held on: _____ 11 January 2021 _____

Signed by the Chairman: