

**EGERTON PARISH COUNCIL  
RISK ASSESSMENT**

<b>1. FINANCE AND ADMIN/MANAGEMENT</b>				
<b>Subject/item</b>	<b>Risk(s) identified</b>	<b>Risk level H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess /Revise</b>
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance (theft, fire, corruption of computer data)	L	All files and records are kept at the Clerk's home or in filing cabinets in the Parish Office. Clerk makes weekly backups onto memory sticks. At each monthly meeting, the current memory stick is given to Cllr AR to back up onto his hard drive and the old one is returned to the Clerk.  Chairman can contact KALC OR SLCC for advice in the event of a problem with business continuity.	Procedure adequate
Precept	Adequacy of precept.  Requirements not submitted to BC. Amount not received by PC.	L  L L	Council reviews precept requirement annually. It reviews the presented budget update information by the Jan meeting at the latest, agrees amounts for the set budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Borough Council. This figure is then submitted by the Clerk to Borough Council by email The Clerk checks for receipt and reports it to Council.	Procedure adequate
Financial records	Inadequate records  Financial irregularities	L  L	The Council has Financial Regulations which set out requirements The Council has an internal auditor. Cheques require two signatories and the Clerk is not a signatory.	Review annually. Audit is done annually.

Approved at meeting 3 June 2014

Minute:

	Loss of records through damage, theft, fire, etc	M/L	Backups are made weekly of computer records. Paper files are stored in Parish Office – in metal cabinets. Backups are copied to a hard drive at a separate location.	Procedure adequate.
Bank and Banking	Inadequate checks  Bank mistakes/loss/charges	L  L	The Council has Financial Regulations which set requirements for banking, cheques and reconciliation of accounts. Cheques require two signatories and the Clerk is not a signatory. The bank accounts are reconciled immediately by the Clerk on receipt of statements each month so errors are found immediately and rectified. Internal audit also checks this.	Procedure adequate. Review signatories when necessary, especially after elections.
Reporting and auditing	Communication  Compliance	L	The Council uses a spreadsheet. Statements are produced from this monthly for each Council meeting and are discussed and approved at the meeting: bank reconciliation, trial balance and income and expenditure. Annual internal audit	Procedure adequate  Procedure adequate
Direct costs/ overhead expenses/debts	Goods not supplied but billed Incorrect invoicing  Members expenses	L L  L	Financial Regulations set out requirements At each Council meeting, the list of invoices awaiting approval is distributed to Councillors and considered. Council approves the list of requests for payment, before signing the cheques and remittance. These are covered by presentation of receipts to Clerk, who then raises a cheque in accordance with procedure above.	Procedure adequate. Review Financial Regulations annually.
VAT	Failure to reclaim VAT is reclaimed incorrectly	L L	VAT is reclaimed on an annual basis Reviewed by internal auditor every year	Adequate Adequate

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Minute:

Annual return	Failure to submit within time limits	L	Employers Annual Return is completed and submitted to the Inland Revenue by the Clerk within the prescribed time frame. The return is signed by the Council and submitted to the internal auditor for completion and signing and then sent to the External Auditor within the time limit.	Procedure adequate.
Charges – rentals receivable	Non-receipt of Rent	M	Clerk invoices the tenant in March each year and the rent is chased if not received.	Procedure adequate. Current lease to March 2016.
Salaries and associated costs	Salary paid incorrectly. Wrong NI or PAYE deductions made. Unpaid tax or NI	L	Salary rates should be assessed annually/NALC/KALC Clerk provides monthly salary analysis to the Council, including NI and PAYE analysis, done using HMRC software. Contributions are signed off monthly by the Council. The Clerk has a job description.	Review annually
Data protection	Provision of policy	H	Council currently has no policy on data protection nor is it registered with the Data Protection Agency	None required
Freedom of Information Act	Provision of policy	H	No policy in place. No requests for information under the FOI Act so far.	None required.

<b>2. ASSETS</b>				
<b>Subject/item</b>	<b>Risk(s) identified</b>	<b>Risk level H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>

Approved at meeting 3 June 2014

Minute:

Street furniture, play areas, open spaces, noticeboards, office equipment, gates and fences, footpaths	Loss or damage Risk/damage to third party(ies) or to property	L L	Asset register is kept. Regular checks are made of recreation areas (by PC and BC monthly and by contractor annually) and of footpaths by the PC. Clerk monitors noticeboards and office equipment. Maintenance contractor monitors any problems on his rounds and reports them to the Clerk.	Needs updating AR and HJ agreed to do. Insurance is reviewed annually.
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### 3. LIABILITY

Contractors	Not insured or inadequately insured	M	Clarify with any subcontractor that they are insured and obtain copies of certificates and schedules.	Procedure adequate.
Public liability	Risk to third party, property or individuals, including volunteers (eg Speedwatch)	M	Insurance is in place up to £10 million.	Review insurance annually.
Employer liability	Non compliance with employment law	L	Member of KALC so advice can be sought.	Procedure adequate
Legal liability	Proper and timely reporting via minutes Document control	L L	Minutes always received and approved at following monthly meeting Financial and other documents retained as legally required. Minutes and accounts have to be retained indefinitely, other documents for a lesser period.	Adequate  Procedure adequate – see NALC Legal Topic Note 40

### 4. COUNCILLORS PROPRIETY

Members interests	Conflict of interests	M	Councillors have a duty to declare any	Adequate
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Approved at meeting 3 June 2014

Minute:

	Register of interests	M	interests at the start of every meeting and these are noted and minuted Register of interests form is completed by each new councillor. Should be regularly reviewed and updated, as interests change.	Councillors to inform Clerk as interests change.
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