

AILSWORTH PARISH COUNCIL

RISK MANAGEMENT ASSESSMENT

Area	Risk	Level	Control
Assets	Protection of physical assets	Med	All assets insured for loss (except gates) or damage. Value adjusted annually. Routine inspections carried out. Asset list checked and updated annually
	Security of buildings, equipment etc.	Med	IT equipment located within Clerk's premises. Records locked in Chapel at present. Bus shelter locked at night.
Finance	Banking	Med	Back ups of computer files performed regularly All monies held by Santander, with bulk held in Business Deposit Account, Reward Saver and Business Bond. All bank statements cross referenced with accounts book.
	Loss of cash through theft or dishonesty	Low	Cash rarely handled, some allotment rents may be paid cash, all other transactions carried out by cheque or bank transfer.
	Financial controls and records	Med	Monthly reconciliation carried out by Clerk. Cheques and bank transfer payments are authorised at meetings and cheques signed by any 2 of 3 signatories Bank transaction support sheet attached and Internal and external audits carried out.
	Comply with HM Revenue & Customs regulations for VAT and PAYE	Med	VAT payments and claims calculated by Clerk. Internal auditor to provide double check.
	Sound budgeting to underlie annual precept	Med	Finance Working Party meets and Council receives detailed budgets in Dec/Jan, to discuss and approve. Precept derived directly from this. Expenditure against budget reported to Council quarterly.
	Authorisation and control of supply of goods and services	Med	Supply of all goods and services regulated by the Council's Financial Standing Orders. Financial Regulations are in place. Checked and updated annually Where necessary written quotations are supported by written purchase orders. All financial transactions are discussed by the Council, agreed, proposed, seconded and minuted. Utility/ invoices may be paid outside meetings as agreed by the Council. Financial records available for public inspection 15 days prior to the audit.
	Risk to third party, property or individuals	Med	Insurance in place. Open spaces checked regularly. Trees and land investigated if damage reported.
Liability	Legal liability as consequence of asset ownership	Med	Insurance in place. Play/gym equipment in Recreation Ground checked weekly by Peterborough City Council, bus shelter locked at night.

Risk	Level	Control
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Area	Comply with Employment Law	Med	Membership of CAPALC
Employer	Comply with Inland revenue requirements.	Med	Internal and external auditors carry out annual checks. PAYE employee/employer tax paid Home office allowance reviewed
Liability	Safety of staff and visitors.	Low	Clerk works from home. House insurance in place Two members of the Council to be present when books are open for inspection. Councillors to be contacted by telephone by members of the public, addresses not displayed on Parish notice board.
	Service interruption due to long term absence of Clerk of the Council	Med	Standby cover required, in budget.
	Ensuring activities are within legal powers.	High	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
Legal Liability	Proper and timely reporting via the Minutes.	Med	Council meets monthly and receives and approves Minutes of the last meeting. Minutes made available to public on the notice board and we All draft minutes checked before publication
	Proper document control	Med	Data storage to comply with Data Protection Act and GDPR. All documents stored at meeting room, Chapel in cabinets at the moment.
Councillor propriety	Register of Interests and Code of Conduct.	High	Register of Interest completed. Code of Conduct adopted and Councillors Declaration of Acceptance signed following adoption of new Code of Conduct. Chairman's Declaration of Acceptance signed annually. All members are required to make a declaration of interest for any Agenda item at the start of each council meeting.

This risk management assessment was discussed and approved by the Council on 16th March 2020 and will be reviewed in approx 12 months.