

Cumnor Parish Council Risk Assessment 2018/2019

Annex 3

This document enables the Cumnor Parish Council to identify any and all potential inherent risks that it faces and satisfy itself that it has taken adequate steps to minimise or eliminate them, insofar as is practicable.

This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

The matrix below summarises the key risks and their relative assessments.

Likelihood				
High		Loss/damage of physical assets		
Medium			Overspend on services	
Low		Salary and associated costs errors Bank errors Non compliance Non-payment of invoices Loss/corruption of electronic data	Inadequate income/precept VAT error Int/Ext audit not carried out within time limit Incorrect records relating to Council business Non declaration of prejudicial interest during meetings	Fraud H&S or liability incident Best value accountability error Illegal activity or payment Adequate insurance Compliant with GDPR
Remote				Erroneous payments Fraud, theft Bank failure
Impact	1 Insignificant	2 Material	3 Important	4 Threatens CPC

FINANCIAL AND MANAGEMENT					
Subject	Risk(s) identified	Risk Impact (1-4)	Risk Probability (R,L,M,H)	Management/control of risk	Review/assess/revise
Precept	Adequacy of precept in order for the Council to carry out its duties	3	L	Council receives a budget report at its November meeting which includes actual position and projected position to the end of the year and estimated expected costs for the following year, along with the Council's 3 year plan. Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be its precept. This figure is determined at its January meeting and submitted to VWHDC in writing using the VWHDC template.	Existing procedures ensure that an accurate precept is requested from VWHDC in a timely manner.
Salaries and associated costs	Salary paid incorrectly. Unpaid TAX/NI to HMRC	2 2	L L	Contract of Employment in place for Clerk/RFO. Annual review of salaries to be undertaken before Annual Precept is agreed. Financial Report to members HMRC Real Time procedures are followed for NI and PAYE Pension payments made monthly to OCC LGPS Monthly Administration Return Spreadsheet sent to OCC via Egress Annual returns completed within the required timescale	Existing procedures cover all risks HMRC controls and checks Oxfordshire County Council Local Government Pension Scheme
Employees (currently 1)	Fraud by staff	4	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud Finance reports presented quarterly. Critchleys Accounts assist with quarterly reports End of year information reported internal and external audit reports.	Existing procedures meet requirements

	Health and Safety	3	L	All employees to be provided with adequate direction and safety equipment needed to undertake their roles	Regular monitoring of H&S requirements Employment insurance cover monitored annually.
Financial records	Inadequate records Financial irregularities	2 2	L L	Council has Financial Regulations which sets out the requirements	Annual review of FAs undertaken. Amendments to FA's to be approved at meeting 22/10/2018.
Bank and banking	Lack of control over banking/procedures/ Checks	2 2	L L	Council has Financial Regulations which sets out banking requirements, including quarterly reconciliation /reports presented to Council	Existing procedures meet requirements
Grants	Authorisation of Council to pay	2	L	All expenditure must adhere to the Councils process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure	Existing procedures meet requirements
Best value accountability	Work awarded incorrectly Overspend on services	4 3	L M	Financial Regulations followed. Quotations/estimates obtained where required. Financials controls to be undertaken	Existing procedures adequate Existing procedures adequate
VAT	Reclaiming	3	L	Financial Regulations followed. Cumnor Parish Council is not registered for VATable sales.	Existing procedures meet requirements
Annual Return External Audit/ Internal Audit	Submit financial documentation as required within time limits	3	L	Interim Internal Audit carried out at the end of October and Annual Internal Audit at the end of March. Report submitted to Council. External Audit Annual Return completed and submitted to Internal Auditor for completion and relevant checks and signed by Council. Questions from Internal/External Auditor are responded to promptly by the RFO and reported to Council.	Existing procedures meet requirements

Legal Powers	Illegal activity or payments	3	L	All activities and payments within the powers of the Council to be resolved/approved at Council meetings.	Existing procedures meet requirements
Minutes/agendas/Notices/Statutory Documents	Accuracy and legality relating to official business documentation Business conduct	3	L	Minutes and agendas are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are consecutively numbered with each individual page initialled y the Chair and the final page signed and dated by the Chair. Agenda displayed according to legal requirements. Business conducted at Council/Committee meetings are managed by the Chair	Existing procedures meet legal requirements Members adhere to the Councils Code of Conduct
Members interests	Conflict of interests Register of members interests	3 3	L M	Declarations of interests by members at Council/Committee meetings Register of members interests forms reviewed regularly and passed on to VWHDC	Existing procedure adequate Members take responsibility to update register when required
Insurance	Adequacy Cost Compliance Fidelity Guarantee	4 3 4 4	L L L L	An annual review is undertaken of all insurance arrangement to include: Employers and Employee liabilities Fidelity Public Liability Assets and Equipment	Existing procedure adequate Insurance reviewed annually
Data Protection	Policy provision	4	L	The Council is compliant with GDPR requirements	Existing procedure adequate
Freedom of Information Policy	Policy provision	3	L	Council has a Model Publication Scheme in place Fees for information should be based on time management in obtaining such information.	Monitor any requests made under FOI
PHYSICAL EQUIPMENT OR AREAS					
Assets	Loss/damage/vandalism	2	H	Annual review of assets is undertaken for insurance provision	Existing procedures meet requirements

	Risk/damage to third party/ies	2	L		
Maintenance	Poor performance of assets or amenities	4	L	All assets owned by the Council are inspected and reviewed and maintained. All repairs and relevant expenditure relating to repairs are actioned/authorised in accordance with the correct procedures of the Council Annual inspection of the pay equipment is carried out by a qualified third party to comply with RoSPA requirements along with monthly inspections/service inspections Reported faults/damage are dealt with promptly. Assets are insured	Existing procedures meet requirements
	Risk to health and safety to the general public	4	L		
Meeting locations	Adequacy	4	L	Council/Committee meetings are held in venues considered to have appropriate facilities for the Clerk, members and the general public. Venues are compliant with Disability Laws and do not sell alcohol.	Venues meet requirements.
	Health & Safety	4	L		
Council records - paper and electronic	Loss through: Theft Fire Damage Corruption of computer	2	L	Council paper records are stored in locked filing cabinets and cupboard. Electronic records are stored on the Council desktop and backed up by external back up and USB held by Chair of Council and available on the Council website www.cumnorparishcouncil.org.uk	Existing procedures meet requirements To back up to the cloud

Reviewed at the Finance and General Purposes Committee on Tuesday 23 October 2018 minute 11/18.