|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rendham Parish Council Risk Analysis | |  |  |  |
| Risk Management is the process by which risks are identified, evaluated and controlled | | | |  |
|  |  |  |  |  |
| **Subject** | **Risk(s) identified** | **Risk Level H/M/L** | **Management/Control of Risk** | **Review** |
| **FINANCE** |  |  |  |  |
| Precept | Not determined by Council | L | Review of Budget at every meeting | Existing procedures ok |
|  | Not submitted or received | L | RFO to confirm receipt |  |
|  | Adequacy of Precept | L | Annual budget prepared in support pf Precept application. Approved by Council at January meeting |  |
| VAT | Re-claimimg/Non reclaim | L | Reclaim and listed in diary | Existing procedures adequate |
| Income | No Income | L | Ensure Income received and banked |  |
| Clerks Salary | Loss of Clerk | L | Managed as appropriate and adequate training | Review by Chairman |
| Expenses | Fraud by Clerk | L | Fidelity guarantee value appropriately set | Reviewed by Council annually |
| Election Costs | Risk of election costs | M | Risk is higher in election year | Include in budget when setting precept |
| Reserves | Adequacy of reserves | L | Consider at budget setting | Yearly |
| Assets | Loss or damage or similar | M | Annual Inspection, update insurance and asset register | Date in Diary |
| Financial controls | Inadequate checks | L | Financial staement to be produced at PC meetings. Two signature on cheques, all invoices to be presented. Clerk to maintain spreadsheet and cash book | Statement to be presented each meeting |
| PARK Insurance | non payment | L | Included in Parish Council Insurance but PARK committee pay their part | Yearly |
| Insurance | Adequacy, cost and compliance | L | Annual review including Public Liability and Fidelity | Yearly |
| Annual Return | Not submitted in time limits | L | Annual return is completed and signed by Council and submitted to the internal Auditor for signing, then to the External Auditor | Present proecedures adequate |
| **RECORDS MANAGEMENT** |  |  |  |  |
| Financial and computer records | Inadequate records and unsaved computer records | L | RFO to check regularly. Cash booked to be completed on receipt of bank statement. Arrange regular data back-up | Monthly |
| Loss or damage to paper records | Damage/Fire | L | Store appropriately | Review regularly |
| Website/records do not meet legal requirements | Not meeting Transparency Code | M | Clerk to review regularly | Website to be updated to meet requirements |
| Minutes | Accurate and legal | M | Review and sign off at the next meeting | Each Meeting |
| Members Interests | Conflict of interest | M | Declarations to be minuted and any conflict addressed as appropriate |  |
| Public Liability | Incorrect insurance levels | L | Review when Insurance due | Yearly |
| Personal information held is not safe and secure or processed fairly and lawfully | Not meeting Data Protection rules | L | Data Protection officer to ensure the information meets current Data Protection rules | Data Protection Policy to be updated |
| Freedom of Information | Policy provision | L | Council has a model policy | Report any impacts |
|  |  |  |  |  |
| **HEALTH AND SAFETY** |  |  |  |  |
|  |  |  |  |  |
| Danger to Clerk as a lone worker | Concerns | L | Appointment should be made and a Cllr present if needed |  |
| Danger to the Public from Council owned assets | Injury | L | Personal accident and public liability | As necessary |
|  |  |  |  |  |
| **ASSETS** |  |  |  |  |
|  |  |  |  |  |
| Village Sign | Damage to sign | L | Listed on asset register and insurance held |  |
| Head of Claudiius | Theft/ Damage | L | Listed on asset register and insurance held |  |
| Village Greens | Damage from falling trees | M | Listed on asset register and insurance held | Regular inspection |
| Notice Board | Damage | L | Listed on asset register and insurance held |  |
|  |  |  |  |  |
| Church Clock | Damage/Non working | L | Regular maintence costs only | Yearly |
| Village Hall | Failure of RVHMC | L | Not an asset but PC is a guardian trustee responsible that they are satified the RVHMC remain solvent | Regular report from the committee |
| **BUSINESS CONTINUITY** |  |  |  |  |
|  |  |  |  |  |
| Loss or long term incapacity of Cllrs | If not enough for quorum | L | Vacancies can be filled by co-option | As necessary |
|  |  |  |  |  |
| Incompetance of Cllrs | Not meeting requirements | L | Cllrs to read 'The Good Councillors Guide ' issed by NALC | Attend traing delivered by SALC |