

MANGEMENT RISK ASSESSMENT

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| Date Adopted: | Minute Ref: | Review Cycle: |
| 23.09.25 | 25.45 | Annually |

| Administration Topic | Risk Identified | Level | Management of risk | Action |
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| Legal Powers | Ensure Council is acting legally including payments. | M | Councillors to be aware of Council's legal powers. Powers to be listed on accounts. | |
| Minutes | Accurate & Legal Loss | L | Approved at following meeting Copy of minutes to be retained & on website Completed minutes books to be archived | Minutes to be backed up onto website |
| Financial Records | Adequate records | L | Accounts approved by council regularly & minuted. | Subject to internal audit Internal Audit annually in April. Budget Review 6 monthly |
| Members Interests | Conflict of Interests | L | All councillors to receive code of conduct information. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted. | Individual Councillors own responsibility to declare any members interests |
| Staff | Loss of key personnel | L | Hours, health/long term illness, training, resignation. Monitor and manage as appropriate. Fidelity guarantee value set at appropriate level | Annual review –January |
| | Fraud by Staff | L | | Annual review–March/April (for Audit) |
| Loss of Property | Due to critical damage or third party performance | L | Review adequacy of Insurance Cover Annual | Review - January |
| Assets & Maintenance | Assets valued correctly | L | Annual inspection Review adequacy of Insurance Cover Adequate public liability insurance | Annual review–January |
| | Damage to third party L M | M | | Review– January |

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| Risk Assessment | Risk Assessment adequate, amended to take in account changes in circumstance | L | Annual review by council & internal auditor. | April as part of the internal audit and reviewed by Council at May Meeting |
| FINANCIAL | | | | |
| Precept yearly review of budget to actual | Legal Process Not submitted Not paid by LA Adequacy of Funding | L L L M | Resolution to be minuted. RFO to submit and obtain proof of receipt Confirmation of payment to be obtained Half yearly review budget to actual | Annual –January Annual –January Annual - April September |
| Other income | Cash handling & banking | L | No cash handling | |
| Grants (Income) | Making applications on behalf of the Parish Council | L | RFO to complete applications on instruction from the council. | As required |
| Grants & Donations (making payments) | No power to pay. | L | Payments to be agreed by resolution of council. | As required |
| Salaries | Wrong salary / hours / rate paid Wrong deductions –NI & Income Tax | L L | Salary rate agreed, hours to be approved by council. Check to PAYE Calculations & P60's | Review & agree April Changes/additions to be agreed and minuted. Internal Audit annually –April/May |
| Direct Costs & Overhead expenses | Goods not supplied to Council Invoice incorrectly calculated or recorded & correct Payments made. | M L | Follow up on all orders by RFO All payments/invoices to be confirmed/checked by minimum two councillors by email or signed invoice & checked against statements by RFO. Cheque payments –2 signatures & stub to signed. Where no invoice exists (donations/grants) recipient to sign receipt of payment slip. | Councillors to check payments against statements & printed confirmations at each meeting. Internal Audit annually – April/May |

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| Election | Costs Inadequate resources to pay for election. | L | Quarterly review of budget | Annual –June, Sept, Dec, March – RFO Chairman & Vice Chairman |
| VAT | VAT analysis Claimed within time limits | L L | Vat receipts to be request and filed. Vat to be listed on accounts. | Vat claimed annually by RFO Internal Audit annually –April |
| Reserves – General & Earmarked | Adequacy | L | Consider at Budget setting and as part of half yearly review of budget. All EMR balances to be carried forward at year end. | Annual –September Annual January. Annually April. |