

**PLUCKLEY PARISH COUNCIL
RISK ASSESSMENT**

1. FINANCE AND ADMIN/MANAGEMENT				
Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess /Revise
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 two memory sticks. 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 Loss of records through damage, theft, fire, etc	L L M/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. Backups are made weekly of computer records. Paper files are stored in Clerk's house – not in fire-proof cabinets. Backups are made onto two memory sticks	Review annually. Audit is done annually. 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 excel spreadsheets – Reports are produced quarterly for Council meetings and are discussed and approved at the meeting and the bank reconciliation checked against bank statements	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 a six monthly basis Reviewed by internal auditor annually	Adequate Adequate
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	Adequate

			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.	
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 quarterly by the Council. The Clerk has a job description.	Adequate
Data protection	Provision of policy	H	Council has a policy on data protection	Adequate
Freedom of Information Act	Provision of policy	H	No policy in place. No requests for information under the FOI Act so far.	None required.

2. ASSETS				
Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess/Revise
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 and updated Regular checks are made of recreation areas and of footpaths by the PC. Maintenance contractor monitors any problems on his rounds and reports them to the Council.	Insurance is reviewed annually.

3. LIABILITY				
Contractors	Not insured or inadequately insured	L	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 (e.g. Speed watch)	M	Insurance is in place up to £10 million.	Insurance reviewed 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

4. COUNCILLORS PROPRIETY				
Members interests	Conflict of interests	M	Councillors have a duty to declare any interests at the start of every meeting and these are noted and minuted	Adequate
	Register of interests	M	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.