

Longcot Parish Council Risk Assessment 2018-2019 Annex 1

This document enables the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The assessment of risk (in terms of impact and probability) takes into account the existing controls. Without the being effective, the level of risk would be higher.

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

Likelihood				
High		Loss/damage of physical assets		
Medium				
Low		Bank errors Non compliance Non-payment of invoices Loss/theft of critical/confidential information Loss/corruption of electronic data Corruption/conflicts of interest Loss/resignation of councillors	Inadequate income	H&S or liability incident
Remote				Erroneous payments Fraud, theft Bank failure
Impact	1 Insignificant	2 Material	3 Important	4 Threatens LPC

Risk	Controls	Risk Impact (1-4)	Risk Probability (R,L,M,H)	Status/Action
Health and safety or legal liability incident linked to LPC responsibility	<p>The Parish Council Meetings are held at St Mary's Church Hall or Longcot Chapel. The key to the venues are held by the Vicar and Chapel Key Holders. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.</p> <p>Freedom of Information requests. Council has a publication scheme in place which covers fees.</p> <p>Insurance is in place. Risk assessments regularly carried out to comply with requirements.</p> <p>Council always receives and approves Minutes at monthly meetings.</p> <p>Retention of document policy in place.</p>	4	L	Existing controls adequate.
Data Protection. Loss or corruption of data, documents or records. Misuse of data or breach of data protection requirements	<p>Paper records and documents are stored securely at the home of the Clerk together with emails and electronic records stored on password/antivirus protected computer which are backed up regularly. Records include historical correspondence, minutes, insurance, banking and legal records.</p> <p>The Parish Council has up to date policies in place.</p> <p>Council is registered with the Data Protection Agency.</p>	2	L	Existing controls adequate Ensure annual review of registration.
Erroneous payments, Overspend on services	<p>As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods.</p> <p>For major contract services, formal competitive tenders would be sought.</p>	4	R	Existing procedure adequate.

	<p>If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.</p> <p>Review Financial Regulations annually.</p> <p>All grant expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.</p> <p>The Parish Council authorises the appointment of Clerk/RFO at Council meetings. Salary rates are assessed annually by the Council. Salary is paid by cheque each month for a set number of hours and reported to the Council. The Tax and NI contributions due are reported to the Council and signed off quarterly. The Tax and NI is worked out by The Net Result. All Tax and NI payments are submitted in the Inland Revenue Annual Return.</p> <p>The Clerk has a contract of employment and job description.</p> <p>Election cost error is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from VWHDC for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of a contested election as this is a democratic process and should not be stifled.</p>			<p>Parish Councillors request a copy of S137 rules if required.</p>
<p>Loss of cash/assets from error, theft, fraud or dishonesty</p>	<p>The Council has Financial Regulations that set out the requirements. Cheques received are banked within 3 banking days. The Council's insurance policy has a Fidelity Guarantee.</p> <p>A budget monitoring statement is produced quarterly and discussed and approved at the meeting. A full list of payments and receipts and cheques to be signed are provided at the meeting. A bank reconciliation is balanced against the bank statement and verified by a Councillor at the meeting quarterly.</p> <p>Council should regularly audit internally to comply with the Fidelity Guarantee. Council annually to appoint an Internal Auditor to check financial records for Fidelity compliance</p>	<p>4</p>	<p>R</p>	<p>Existing procedures adequate.</p>
<p>Loss financial assets from bank failure</p>	<p>Funds split between banks</p>	<p>4</p>	<p>R</p>	<p>Existing procedure adequate.</p>

Inadequate income to meet planned services and expenditure of LPC	The Council reviews the Precept requirement annually at the November/December meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from VWHDC. This figure is submitted by the Clerk in writing to VWHDC. The Clerk informs Council when the monies are received (approx during April and September).	3	L	Existing procedure adequate.
Inadequate Insurance, claim not paid	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place. Review insurance requirements annually.	3	L	Existing procedure adequate.
Loss or damage to LPC physical assets	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made of all equipment by a volunteer. Quarterly risk assessment of Play Area equipment made by MRH Services and annual inspection carried out by registered play inspection company. Review insurance requirements annually. Parish Council has 1 notice board sited in the Parish. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk and Councillors - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk and Chairman.	2	H	Existing procedure adequate.
Bank errors	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reviews the Councils banking arrangements regularly. Review the Financial Regulations annually and bank signatory list when necessary, especially after an AGM and an election.	2	L	Existing procedure adequate.
Non-compliance with financial	The Council has Financial Regulations that set out the requirements. Review the Financial Regulations annually.	2	L	Existing procedure adequate.

and other regulations	<p>Employer's End of Year Declaration is completed and submitted online by The Net Result within the prescribed time frame.</p> <p>Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.</p> <p>Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman.</p>			
Non-payment of invoices	<p>The Council has Financial Regulations that set out the requirements.</p> <p>At each Council meeting the list of invoices awaiting approval is considered. Council approves the list of requests for payment. The Council has minimal stocks, these are checked and monitored by the Clerk.</p> <p>Unpaid invoices to the Council are pursued.</p>	2	L	Existing procedure adequate.
Loss or theft of confidential or critical information	<p>The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Recent materials are held in a metal filing cabinet (not fire proof) and older more historical records and older minute books archived at Reading Archives. Land registry certificates for The Dash and Green are held at Townsends Solicitors, Swindon (15/03/1988).</p>	2	L	Damage (apart from fire) and theft is unlikely and so provision adequate.
Corruption, loss, damage of electronic records	<p>All files and recent records are kept at the Clerk's home. The Clerk makes regular back-ups of all files to an external hard drive and quarterly back up using a USB given to the Chairman. In the event of the Clerk being indisposed the Chairman to contact the Oxfordshire Association of Local Councils for advice.</p> <p>The Parish Council's electronic records are stored on a Council computer at the Clerk's home. Back-ups of the files are taken at regular intervals on to external</p>	2	L	<p>Existing procedures adequate. Review when necessary.</p> <p>Council is registered with the Data</p>

	hard drive. A USB is used to back-up electronic files.			Protection Agency
Corruption or conflicts of interest by LPC councillors	Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors.	2	L	Existing procedure adequate. Members to take responsibility to update their Register.
Large loss/resignation of clerk	A training budget is available to enable training for the CiLCA qualification in the event of the Clerk resigning. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	2	L	Training budget to be set up.

Reviewed at the meeting of the Parish Council on Wednesday 21 November 2018 minute 201/18