

BEARSTED PARISH COUNCIL RISK LOG

1st May, 2018

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	<p>To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the 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 the precept amount to be requested from Maidstone Borough Council. The figure is submitted by the Clerk in writing.</p> <p>The Clerk informs the Council when the monies are received.</p>	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements and has recently been updated.	Existing procedure adequate Review the Financial regulations when necessary
Bank and banking	Inadequate checks Bank mistakes	L L	<p>The Council has Financial Regulations which set out banking requirements which has been recently updated to accommodate the online banking that is now in operation.</p> <p>Monthly reconciliation</p>	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting. Audit undertaken by external auditor to ensure all checks in place	Existing procedures adequate.

Charges-rents receivable	Payment of rents	L	Monitored by the clerk on a regular basis. Set times within the year to receive rent	Existing procedure adequate
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council. Detailed in Financial Standing Orders which are reviewed on an annual basis.	Existing procedure adequate. Include when reviewing Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Financial Controls in place to pay Salary Financial Controls in place to pay Inland Revenue	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of the Insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles. Policies in place to ensure standard practice. Monthly advice from HR company available to support working practices	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.

Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly. Council supported by clerk with CiLCA qualification and annual training undertaken to ensure this is updated.	Existing procedures adequate
Minutes/agendas/ Notices	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk/Deputy Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements.	Existing procedures adequate.
Statutory Documents	Business conduct	L	Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct
Members' interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
	Register of members interests	M	Register of member's interests forms reviewed regularly and will be available on website.	Members take responsibility to update register.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements by clerk and reported to the Finance and General Policy committee (does this happen?). Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
	Cost	L		
	Compliance	L		
	Fidelity Guarantee	M		
Data protection	Policy provision	L	The Parish Council adheres to data protection laws. New processes have been implemented ahead of the new Data Protection Act and a GDPR audit has been arranged.	Existing procedure adequate.
Freedom of Information	Policy	L	The Council has a Model Publication scheme in place.	Monitor any requests made under FOI

	Provision	M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (i.e.) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Notice Board	Risk of damage	L	The Parish Council currently has thirteen notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in venues considered to have appropriate facilities for the Clerk, members and the general public, including access.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The copies of the Parish Council paper records are stored at the Parish Office. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored securely in a locked office. The upgrade and service of the intruder alarm at the office has recently been attended to.	Damage (apart from fire) and theft is unlikely and so provision is adequate.

Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council computers and in the cloud. Back-ups of electronic data is made at regular intervals	Existing procedures considered adequate
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Risk	Level	Control
Protection of physical assets	M	Assets are insured, with the value increased annually.
Security of buildings, equipment, etc.	H	Madginford Hall Committee. Internal fire risk assessment carried out by Madginford Hall Committee
Maintenance of buildings, etc	M	The Parish Council does not own any buildings
Banking	M	Bank accounts are held with National Banks both via branch and online.
Risk of consequential loss of income	L	Insurance cover. Office computers backed up remotely
Loss of cash through theft or dishonesty	L	Receipts issued and tight financial auditing with external annual auditors. Most financial transactions by cheque.
Financial controls and records	M	Monthly reconciliation prepared by Clerk, signed by The Chairman. Two signatories on payments
Compliance with HMRC rules	M	VAT claims calculated by the financial package and checked by the Clerk.
Sound budgeting to underlie annual precept	M	Full Council receive detailed budgets in late autumn. Precept is derived directly from this. Expenditure against budget reported to every Full Council
Complying with borrowing regulations	L	not currently required

Risks to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Any reported injury is investigated and reviewed
Legal liability as a consequence of asset ownership (Public Convenience, Open Spaces, War Memorial)	H	Insurance in place.
Compliance with employment law	M	Membership of SLCC and KALC
Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue, internal auditor carries out annual checks
Safety of Staff and Visitors	H	CCTV system at front of building to monitor access to the building. Panic alarm button to Police available in the office.
Ensuring activities are within legal powers	M	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary. Clerk attend periodic training updates and receives KALC and LGA advisories
Proper and timely reporting via the minutes	M	Council meets once a month and receives or approves minutes of meetings held in interim. Minutes are publicly available on the Council's website
Proper document control	L	Leases and other legal documents are held in secure storage within the Parish Office
Registers of interests and gifts and hospitality	L	Register of interests completed and available to view on Parish Council website.
Loans made to outside bodies	M	Parish Council's Policy applies - approved by full council. BPC currently has no loans.

The Risk assessment was approved by Full Council on:
To be discussed with future annual reviews at AGM.