

Risk Assessment - Burgh & Tuttington Parish Council

Last updated 23/11/2017

Subject	Risk	Risk Level (H,M,L)	Control measures	Controlled Risk level (H,M,L)	Review	Date Last Reviewed
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	H	Budget set by the council each year taking into account duties to be carried out.	L		25/11/17
	Requirements not submitted to District Council	H	Agreed and signed at Dec PCM. Reminders sent by BDC.	L		
Finance	Control of Spending and Cheques	H	Cheques are required to be signed by 2 councillors. Cheques are presented and noted in the minutes at each council meeting. An invoice/receipt is obtained for every purchase.	L		2/10/17
	Management of Funds	H	A financial statement is prepared for each meeting.. An internal and an external audit is carried out annually. NB: Notice of availability of financial records is published on village notice boards and the website.	L		2/10/17
Bank and Banking	Inadequate checks. Bank mistakes.	H	Easy to cross check bank statement to parish accounts.	L		23/11/17
	Loss of cash through theft or dishonesty.	L	The Parish council does not receive or pay in cash.	L		2/10/17
Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or	H	Payments are agreed by councillors and paid by	L		23/11/17

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	Tax. Unpaid Tax & NI contributions to HMRC.		cheque. At the moment no NI or tax is involved.			
Employees	Loss of key personnel	M	The Clerk's role would be advertised and another appointment made. In the meantime the assistance of neighbouring parish clerks would be sought. Use of NALC.	M		23/11/17
	Fraud by staff	H	See Finance	M		
	Actions undertaken by staff	M	The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	M		
Election costs	Risk of an election cost	H	Risk is higher outside of an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures that can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.	H		23/11/17
Minutes/Agendas/ Notices Statutory Documents	Accuracy and legality	M	Minutes and agenda are produced in the prescribed method by the Clerk and	L		2/10/17

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	Business conduct	L	<p>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.</p> <p>The Chair will manage business conducted at Council meetings.</p>	L		
Paper and electronic records	Loss of records through theft, fire, damage or computer corruption.	H	The Parish Council records are stored at the Clerk's house. Records include historical correspondence, minute books and copies. Recent materials are in a (metal filing cabinet (not fire proof)) and older more historical records in the attic and Norfolk Archives. Copy of some computer records on website and therefore 'off site'. Other computer records kept on memory stick off site	M		2/10/17
Members interests	Conflict of interest	H	The declaring of interests by PC members at a meeting is an obvious process to remind Councillors of their duty and will remain on the agenda.	L		23/11/17
	Register of Members	M	Members to be asked on a	L		

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	interests		regular basis if they have had any changes to their interests. Register updated accordingly.			
Insurance	The insurance policy does not cover the needs of the council or the risks identified.	M	The current policy covers the needs of the council including Employers and Employee liability insurance. Compliance and Fidelity checks in place.	L		2/10/17
Freedom of Information Act						
PHYSICAL EQUIPMENT OR AREAS						
Burgh						
Coronation Seat	Seat not maintained and causes injury to public.	M	Seat checked regularly. Maintenance to be confirmed?	M		23/11/17
Memorial Cross	Memorial Cross deteriorates and either collapses or causes public danger.	M	Civic Voice have the memorial cross on their list of war memorials. Currently looking for Civic Voice to provide a grant to cover costs of repairs	M		2/10/17