

Rainow Parish Council Risk Assessment

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk(s) identified	H/M/L	Management/Control
Precept	Inadequate precept received.	L	To determine the precept required the Parish Council examines the actual financial accounts together with the projected year-end accounts. The Parish Council consider what expenditure is required and what income might be received in the next financial year before the Precept amount is agreed. The Precept is advertised on the Agenda and discussed and agreed at the Parish Council's meeting. In the event that the full amount is not received meeting to decide how to reduce the PC budget.
	Precept requirements not submitted to the Borough Council.	L	The Clerk submits the figure in writing immediately after it is agreed and approved by the Parish Council.
Financial Records	Inadequate records	L	The Clerk maintains a cash book listing all income and expenditure in Quickbooks. The clerk compiles all paperwork relating to monthly income and expenditure in an accounts file.
Bank and Banking	Bank/financial errors	L	All items are checked against the bank statement and the account is reconciled each quarter.
	Loss through theft and dishonesty.	L	All payments are advertised on the Agenda before being approved at a Parish Council meeting All cheques are signed by 2 authorised signatories. The Clerk is not an authorised signatory. Fidelity Guarantee £100,000.
Cash	Loss through theft and dishonesty	L	There is no petty cash or float. Fidelity Guarantee £100,000.
Reporting	Insufficient Financial information	L	At each Parish Council meeting a breakdown of receipts and payments is presented. Bank reconciliations and quarterly reports are submitted quarterly. Proposed and approved.
Raven Advertising	Failure to pay invoice		Raven Newsletter advertising - at each Parish Meeting members are presented with a list of income received and outstanding payments. Payments to be made in advance of publication.
Auditing	Annual audit is not completed by the deadline.	L	The Clerk prepares the accounts for the Internal Auditor. The Internal Auditor returns the accounts for approval by the Parish Council at its meeting in April or May.
	Annual audit is not advertised.	L	The Clerk places the notice of the audit on the notice board for the prescribed period of time.
	Additional information required by auditor.	L	Ensure full and accurate information is provided.
Invoices	Goods not supplied but billed.	L	Invoices are paid only after receipt of the goods/services.

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	Incorrect invoicing	L	Requests for goods/services are confirmed in writing, signed by an authorised signatory, stating the agreed costs. The Clerk checks the invoices for accuracy and also checks the amount does not exceed that agreed by the Parish Council.
	Unpaid invoices	L	The Parish Council raised very few invoices. The Clerk follows up any unpaid invoices monthly. See Raven invoices
Best Value	Charges to the Parish Council are too high.	L	The Responsible Financial Officer will obtain three estimates for any work undertaken by Contractors on behalf of the Parish Council, where the cost of work equals or exceeds ten percent of the Annual Precept.
Salaries	Salary paid incorrectly.	L	The only paid employee is the Clerk. The Clerk presents a monthly account and itemises the wages and expenses together with receipts where appropriate. The Parish Council must approve this before payment is made by cheque. Internal auditor ensures that deductions are properly administered.
	The Annual Return is not returned on time.	L	The Clerk prepares the annual return and ensures it is sent in time. Reminder of this on relevant Agenda.
Minutes & Agenda	These are not legal or accurate.	L	The Minutes are drafted and circulated. They are approved at the next Parish Council meeting. The Agenda is advertised in the prescribed manner the correct number of days before the meeting.
Members Interests	Conflicts of Interest.	M	Councillors are asked to declare any interests relevant to the Agenda items at the beginning of each meeting. The register of members interests is held and maintained by the Clerk. Notice of Registrable Interests forms can be found on the Rainow Parish website and Cheshire East website. Councillors review their registration regularly. Detailed in Good Councillors Guide.
Legal Powers	Illegal activity or payments.	L	All activity and payments within the powers of the Parish Council are agreed and approved at the meetings. The relevant powers to spend money are minuted.
Insurance	Inadequate cover.	L	An annual review is undertaken prior to the renewal of the insurance policy. Including 3 rd party risk. Current liability cover set to £5M. Value checked by auditor.
	Cost.	L	Three quotations were obtained for the most recent insurance review.
	Fidelity Guarantee.	L	The amount of Fidelity Guarantee required is reviewed annually to ensure that the insurance coverage is sufficient.
	Public Liability	L	Cover in all areas. On official business. Including injury or loss caused to Councillors visiting sites on planning inspections and members of the public whilst on PC property and agreed by the Council. Playground – regular monthly inspections by Councillors and periodically by Cheshire East who supply playground inspection reports yearly.
Data Protection	Non-compliance with data protection legislation.	L	The Parish Council is registered with the Data Protection Agency

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GDPR	Non-compliance with data protection legislation.	L	<ul style="list-style-type: none"> • Data Audit – review personal data held. Captured, stored and processed. • Consent to hold information – website • Privacy notices - website • Data retention and disposal policy - website. • Privacy contact Notice - website • Email privacy notice - website • Privacy Notice for staff and councillors – website • Consent to hold personal information.
Freedom of Information Act	Non-compliance with the Model Publication Scheme.	L	Information will be made available on the Website in order to comply with the Model Publication Scheme and where applicable on noticeboards.
Assets	Risk/damage	L	An annual review of assets is undertaken for insurance cover.
Noticeboards	Risk/damage/roadside safety.	L	The Parish Council has 5 noticeboards. The insurance is reviewed annually. Any costs for repairs/maintenance work are subject to approval by the Parish Council.
Boundary Signs	Risk/damage/roadside safety	L	The insurance cover is reviewed annually.
Business Continuity	Disaster recovery risks	L	<p>We now run regular backups to ensure that data and documentation are secure in the event of an incident. We run the following backups:</p> <ul style="list-style-type: none"> • Continuous local backup to an onsite NAS drive (Western Digital MyCloud EX2 Ultra 12TB NAS Drive configured to 6TB of mirrored RAID 1 disks). • Continuous cloud backup using a Business DropBox account. <p>Fortnightly offline backups on a Western Digital MyPassport drive.</p>
Resilience Planning	Lack of Information	L	Identifying areas of risk taking action to put plans in place.

Amended 19th February 2018