

Escrick Parish Council Risk Assessment

Purpose of Document

This document has been produced to enable the council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimize them. The following table was used:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate level of risk
- Review, assess and revise control procedures if necessary.

H = High Risk M= Medium Risk L= Low Risk

Subject	Risk(s) identified	H/M/L	Management and control of Risk	Review/Assess/Revise
Precept	Adequacy of Precept	H	Sound budgeting underlies the Annual Precept. The Precept is set in the January meeting. Throughout the year the council receives budget updates	Review existing procedure
Financial Records	Inaccurate records	L	The adopted Financial regulations	Review regulations
	Financial Irregularities	L	Internal, external audit, parish council review	Review FR when necessary.
Reporting and Auditing	Information Communication	L	A bank reconciliation report is produced prior to each parish council meeting. Budget monitoring reports are also regularly received	Existing procedure adequate
Clerk	Fraud	L	Parish council review expenditure at each meeting. Cheques signed and counter signed. Training and legal advice available No cash available	Existing procedure adequate
	Loss of clerk	M	Monitoring of workload and training to ensure the clerk is undertaking work relevant to her pay and hours in consultation with the chair. Clerks time sheet reported regularly to the parish council	Review regularly to see if adequate
Insurance	Adequacy Cost	L L	Annual review undertaken prior to renewal of insurance	Existing procedure adequate

Approved on 2nd December 2014

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			To ensure best value and cover to cover fidelity guarantee, Public Liability and Employers liability.	
Freedom of Information Act	Policy Provision	M M	The council has adopted the model publication scheme. Requests can incur additional hours of work which may affect the clerk's salary and precept.	Monitor and report and impact of requests made under FOI Act. Take steps to minimise of necessary.
Asset Management	Inadequate provision made through insurance Inadequate review and maintenance of equipment.	L L	Ensure Asset list up to date. Item is delegated to EPFA who undertake regular safety checks and inform the parish council	Adequate procedure Adequate procedure
Grass cutting	Contractors stop work	L	Timeliness of payment of invoices. Good communication	Adequate procedure.
Street lighting	Insurance Maintenance	L M	Adequate insurance in place The review of street lighting is ongoing: a maintenance and renewal process has been instigated	Adequate procedure Adequate procedure
Council records- paper	Loss of them	L	Parish council records are stored at the clerks home	Damage is considered unlikely so risk adequate
Council records -electronic	Loss of them	L	The councils computer is at the clerks home and backups are taken regularly	Adequate provision.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the parish council to be resolved and minuted at parish council meetings.	Existing procedure adequate

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Members Interests	Register of Interests	L	Members have a responsibility to update their record of interests.	Existing procedures adequate
	Conflict of Interest	L	Members have a duty to declare any interest at the start of the meeting.	Existing procedure adequate
Administration of council including minutes, agendas and statutory documents	Accuracy and legality	L	Minutes and agendas are produced by the clerk by prescribed method and adhere to legal requirements. Minutes are approved at the following meeting. Minutes and agendas are displayed according to legal requirements. See standing orders	Existing procedure adequate
Annual Return	Submit within time	L	Annual return is completed and signed by the council, submitted to the Internal Auditor for completion and signing and sent to External auditor within the time limit.	Existing procedure adequate
Election costs	Risk of election cost	H	The council has already had one election this year with a cost of £2500. There are no measures that can be in place to mitigate this risk. A contingency fund can be built up to meet the costs.	This issue needs to be assessed in conjunction with the budget.

This information was produced and reviewed at the Administration and Finance meeting on 18.11.13. It was agreed at the parish council meeting on 2nd December 2013 and will be reviewed annually.