

WITHERN WITH STAIN & TOTHILL PARISH COUNCIL

RISK ASSESSMENT

PROCESS	IDENTIFIED RISK	MANAGEMENT STRATEGIES
FINANCIAL:		
Budget	Not setting proper budget through Council meeting	<ol style="list-style-type: none"> 1. Budget requirements to be raised at meeting scheduled for November each year 2. Precept to be set by end of December each year in time for Principal Authority request
	Overspend on budget	<ol style="list-style-type: none"> 1. Expenditure to be reported to each meeting 2. Accounts book to be available at each meeting 3. Any potential overspend to be reported to and agreed by Council
	Unauthorised expenditure	<ol style="list-style-type: none"> 1. No Councillor to agree expenditure individually 2. All expenditure to be agreed by Council at appropriate meeting and minuted
Records	Unauthorised expenditure	<ol style="list-style-type: none"> 1. All expenditure to be supported by invoice or payment details 2. All invoices to be recorded and kept by Clerk and reported to Council
Procedures	Unauthorised payments	<ol style="list-style-type: none"> 1. Payments to be signed by 2 of 3 approved signatories 2. Signatories to be approved by Council at Annual Meeting and recorded in minutes of that meeting
Accounts	Lack of proper records Lack of internal controls	<ol style="list-style-type: none"> 1. All receipts and payments to be recorded when received and paid. 2. End of year balances and expenditure summary to be reported to first meeting (where practicable) following end of financial year. 3. Councillors to be aware of responsibility and accountability on financial matters 4. Internal auditors to check all processes annually.
Insurance	Lack of adequate insurance	<ol style="list-style-type: none"> 1. Insurance requirements to be discussed and agreed annually 2. All council assets to be recorded in Asset Register and appropriately covered in insurance 3. Review of insurance companies to ensure best value to be undertaken at least every 3 years.
Tendering	Award of work without following approved process. Unauthorised approval for work to be undertaken. Accusations of awarding tenders to "friends".	<ol style="list-style-type: none"> 1. All tenders for work to be advertised in manner as set out in Standing Orders and agreed by Council 2. Tenders to be awarded for three years where appropriate 3. No approval to be given by any individual councillor for work. 4. Tenders to be opened at appropriate time

		and report prepared for Council consideration. Members to award tender on merits; tenderer details to be removed from process.
OTHER PROCEDURES		
Minutes	Inappropriate minutes	<ol style="list-style-type: none"> 1. Minutes to be non verbatim 2. Minutes to be signed by Chairman of following meeting as a correct record. 3. Amendments to minutes to be by resolution and signed by Chairman and Clerk. 4. Amendments to be restricted to accuracy.
Security/Safety	Loss of records Vulnerability of Clerk/Councillor in lone situation	<ol style="list-style-type: none"> 1. Computer records to be backed up to disc at regular intervals (monthly) 2. Meetings with members of the public to view records to be in public place (eg Hall) by appointment. 3. No member of the public to be allowed to retain original documents
Standing Orders	Lack of procedures	<ol style="list-style-type: none"> 1. Council members to approve Standing Orders annually and when NALC recommended amendments received.
STAFF		
Agreements Safety Protection HMRC	Lack of proper Contract. Failure to monitor. Failure to Protect PAYE/Inland Revenue matters	<ol style="list-style-type: none"> 1. Clerk to be subject to proper SLCC contract of Employment as appropriate for working situation. 2. Clerk working arrangements and salary to be subject to review annually to ensure no issues/problems arisen and an appraisal to be undertaken annually. 3. Members to realise responsibility as Employers in terms of protection of staff 4. Council to be registered as Employer and Clerk to undertake returns to HMRC as appropriate and report to Council. Salary to be subject to tax code and appropriate deductions as advised by HMRC.

Approved at meeting 13th November 2012