

Barrow upon Humber Parish Council Risk Assessment

ADOPTED 2021

FINANCIAL AND GOVERNANCE

Topic	Risk Identified	H/M/L	Mitigation/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	L	To determine the precept amount required, the Parish Council receives monthly budget update information. The precept requirement is assessed and recommended by the Clerk and Finance Committee and approved by the Council at the December meeting	Existing procedure adequate
	Requirements not submitted to North Lincolnshire Council	L	NLC requests precept requirement providing a prompt for the Clerk. The precept request form is submitted by the Clerk in writing to the NLC Council. Clerk keeps record of precept request.	Existing procedure adequate
	Precept not received	L	BPC is a 'low risk' authority, having sufficient targeted and general reserves. Precept receipt is monitored by Clerk who informs Council when the precept is received at the relevant meeting.	Existing procedure adequate
Budgeting	Budget not prepared for next financial year	L	With information on the previous budget and actual spend, Clerk and Finance Committee determines required monies for standing costs and projects for the following year. Budget and precept are reviewed and approved by BPC annually at the December meeting	Existing procedure adequate

Financial Records	Inadequate records	L	BPC adheres to current Financial Regulations which set out the requirements. The Regulations are reviewed annually and are updated when revised regulations are published. Assistance from external sources such as ERNLLCA where appropriate.	Existing procedure adequate and will continue to seek external help as required.
	Financial irregularities/Internal controls	L	The accounts are audited by an independent auditor each year. In addition to Monthly accounts, financial reports are produced quarterly for parish council meetings by the Responsible Financial Officer (clerk). Financial transactions are completed electronically and are reviewed by Financial Committee and Full Council and signed off by 2 bank signatories monthly. Bank statement are reviewed and signed by Chair monthly.	Review the adequacy of internal audit and financial controls annually

Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	BPC has Financial Regulations which set out the requirements for banking, and reconciliation of accounts. Any bank errors are discovered when the Clerk reconciles the bank accounts once a month and any errors are dealt with immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations and bank signatory list annually in line with the Standing Order Calendar and in the event of a change of clerk or any other extraordinary change in circumstances.
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Cash	Loss through theft or dishonesty	L	BPC has Financial Regulations which set out the requirements. There are no cash transaction There is no petty cash or float held by the Responsible Financial Officer (clerk).	Existing procedure adequate. Review the Financial Regulations as necessary.
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Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update(Balance Sheet), and a breakdown of receipts and payments balanced against the bank.	Existing communication procedures adequate in accordance with standing orders
	compliance	L	Council annually appoints an Internal Auditor for Fidelity Compliance.	Existing procedure adequate.

Costs & expenses Debts	Goods not supplied but billed	L	All goods to be ordered are confirmed at Council Meetings and checked by clerk who reports back.	Existing procedure adequate.
	Incorrect invoicing	L	Financial regulations set out requirement for Responsible Financial Officer checking for amounts against decisions/quotes etc	Existing procedure adequate.
	Cheque payable incorrect	L	Council approves the list of requests for payment and receives list of payments made	Existing procedure adequate.
	Loss of stock	L	BPC has no stock.	No Procedure required
	Unpaid invoices	L	Council Invoices are minimal /rare. Unpaid invoices for Council goods or services are pursued and where possible, payment is obtained in advance.	Existing procedure adequate.

Grants and support - payable	Power to pay Authorisation of Council to pay	L	All grants must be applied for using existing Grants Procedure All such expenditure goes through the required Council process of budgeting, approval, are minuted and listed accordingly. In addition, the Chairman has an annual discretionary grant for extraordinary payments.	Existing procedure adequate. Review Grants Procedure annually
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Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied	Financial Regulations and Standing Orders deal with authorisation for project expenditure and associated grant applications
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Charges – rentals receivable	Receipt of rental	L	A signed lease exists between the Local Rugby Club and the Parish Council for exclusive use of Clubhouse and pitch. Payment is received annually. A agreement exist with a resident for the use of the Parish Pit for grazing of a pony. Payment is received semi-annually. Procedures are in place for occasional rental of Council assest. If required, payment is due following the date of use future use of the asset is refused until payment has been made.	Lease to be reviewd at end of term. Occasional use procedure to be reviewed annually
	Insurance implication	M	BPC insures the land and building. Rugby Club insures content. Ocassional users must hold and provide proof of Public Liabilty Insurance	Ensure payments and copies of insurance document are received

Best value Accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, three quotations for any substantial work required to be undertaken or goods purchased. For major contract services, formal competitive tenders would be sought	Existing procedure adequate. Include when reviewing Financial Regulations.
	Overspend on services	M	If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council	Existing procedure adequate. Include when reviewing Financial Regulations.

Salaries and	Salary paid incorrectly	L	The Parish Council authorises the appointment of all	Existing appointment and payment
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associated costs	Wrong rate paid	L	employees through a Personnel Committee. Salary rates are assessed annually on the basis of NJC pay scales by the same Committee and applied on 1 April each year. Salary analysis and slips are produced by external service 'VANL' monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). Payment are approved at Monthly Council Meetings. The Clerk has a contract of employment and job description.	systems for employees are adequate.
	Wrong deductions of NI or Tax	L		
	Unpaid Tax & NI contributions to the Inland Revenue	L		

Workplace pension	Lack of adequate provision	L	Employee (Clerk) has opted out of the Government's workplace pension scheme.	Review if there is a change in circumstance
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Employees	Loss of key personnel	L	BPC have put measures in place to ensure that the Chairman and Vice-Chairman have access to all Parish records including email passwords, bank accounts and historical records. In the event of sudden loss of key personnel, they would take personal responsibility in conjunction with the Finance Committee for day-to-day affairs. Personnel would start a recruitment process for the replacement personnel	Existing procedure adequate.
	Fraud by staff	L	No cash handled. all financial transactions and bank statements reviewed monthly and sign off by bank signatories	Existing procedure adequate Consider development of a Fraud Policy document.
	Actions undertaken by staff	L	BPC has both Capability and Discipline Policies in place	Monitor working conditions, safety requirements and insurance regularly.
	Health & Safety	L	BPC has Health and Safety Policy in place	

Councillor allowances	Councillors over-paid	L	No allowances are allocated to Parish Councillors	No procedure required
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Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the NLC These cost will included in the Budget calculation for that year and/or reserves set aside for elections. By-Elections to be provided from targetted reserves	Existing procedures adequate
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VAT	Re-claiming/charging	L	BPC has Financial Regulations which set out the requirements. VAT claimed annually.	Existing procedures adequate
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Annual Return	Submit within time limits	L	Annual Return is completed and signed by BPC, submitted to an internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate
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Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used.	Responsible Financial Officer and Members have a duty to implement Standing Orders and Financial Regulations
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Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and 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.	Existing procedure adequate.
	Business conduct	L	Business conducted at Council meetings is managed by the Chairperson.	Chair person should be encouraged to attend Chairmanship programme offered by ERNLLVA. Members to adhere to Code of Conduct

Members interests	Conflict of interest	L	Declarations of Interest and Dispensations are recorded at every meeting as an obvious process to remind Councillors of their duty and should remain on the agenda.	Existing procedure adequate
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors	Members have a duty to update their individual Register of Interests. Clerk arranges for forms to be re-signed as required

Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Financial Regulations set out agreed process and requirements	Existing procedure adequate. Review insurance provision annually.
	Cost	L		
	Compliance	L	Ensure compliance measures are in place	Review of compliance.
	Fidelity Guarantee	M	Ensure Fidelity checks are in place.	

Data protection	Policy Provision	M	All data is held by the clerk in accordance with Data Protection procedures. Chairperson has access to data only in the event of loss of Clerk	Review the need for further policies and procedures Data Protection Policy training for Clerk and Councillors to be provided as necessary
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Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the F of I Act.
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PHYSICAL RISKS INCLUDING ASSETS AND EQUIPMENT

Topic	Risk Identified	H/M/L	Mitigation/Control of Risk	Review/Assess/Revise
Assets	Loss or damage, Risk to third parties/property	L	Annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate
Maintenance of assets	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. Scheduled patrols of Market place, Midby Park and Playingfield are conducted by contract security. all Parish owned public amenity land is inspected regularly by contract gardener and handyman. When required a tree survey is conducted in Midby Park and all necessary actions taken.	Existing procedure adequate. Ensure inspections carried out.
Notice boards	Risk/damage/injury to third parties Road side safety	L L	Notice board locations approval by relevant parties, insurance cover. Any repairs/maintenance requirements are brought to the attention of the Parish Council. Copies of keys held by the Clerk and Chair of Open Spaces Management Group	Existing procedure adequate
Street furniture	Risk/damage/injury to third parties Road side safety	L L	The Parish Council is responsible for and insures seating throughout the village, statue, village signs, plastic bins, dog bins, salt bins, market cross, telephone box, marketplace electrics, bus shelter and a war memorial. All incidents of damage or faults are reported to clerk for Council action.	Existing procedure adequate

Property	Risk/damage/injury to third parties	L	In accordance with the insurance and lease requirements, The Parish Council are responsible for structural integrity and services of the Rugby Clubhouse. All incidents of damage or faults are reported to clerk for Council action.	Existing procedure adequate
Playground Equipment	Risk/damage/injury to third parties	L	The Parish Council is responsible Play ground equipment on the Playing field and a wooden toddlers trim trail in Midby Park Both are covered by insurance and inspected weekly by the Council's contracted handyman (trained in play equipment inspections). In addition, in accordance with insurance requirements the playground equipment is inspected annually by an authorized company. Any repairs/maintenance requirements brought to the attention of the Parish Council for action.	Existing procedure adequate
Council records – paper	Loss through: theft fire damage	L/M	The Parish Council records are stored at the Clerks' home address. Records include correspondence, minute books and copies, records such as personnel, insurance, salaries etc. Copies of these are stored electronically on the Parish email records. Deed, leases and older more historical records are stored in the Archives in a metal filing cabinet or in the Council safe in the vault of the Church	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L/M	The Parish Council's electronic records are stored on the Clerks' computer. Back-ups of the files are taken at regular intervals and stored safely The clerk has provided the Chairman PC with details of passwords in seal envelope in the event of loss of staff	Existing procedure adequate