

## RISK ASSESSMENT STRATEGY DARLEY and MENWITH PARISH COUNCIL

RISK	RISK FACTOR	CONTROL METHOD
<b>FINANCE</b>		
Theft or misappropriation of Parish Council Finances	Low	<ol style="list-style-type: none"> <li>1) Clerk does not usually sign cheques but verifies all expenditure</li> <li>2) Two signatures required on each cheque or authorisation of other payment method (four signatories agreed by the Council)</li> <li>3) Monthly reconciliation of bank account</li> <li>4) The Parish Council does not run a petty cash system</li> <li>5) No payments or receipts are made in cash</li> <li>6) Internal checks carried out periodically by two Councillors who are not signatories</li> <li>7) Internal audit carried out by competent independent person</li> <li>8) Parish Council has Fidelity Insurance</li> <li>9) Unless in exceptional circumstances (i.e. there are no other signatories available), no signatory may sign a cheque payable to themselves or to a company in which they have a pecuniary interest (<i>as stated in Financial Regulations</i>)</li> </ol>
Adequacy of precept	Low	<ol style="list-style-type: none"> <li>1) To determine the precept amount required, the Council regularly receives budget updates and the precept is an agenda item at the meeting in November when draft budgets for the coming financial year will be presented</li> </ol>
Precept not submitted/not paid	Low	<ol style="list-style-type: none"> <li>2) Diary/reminder system in operation to ensure precept deadline is adhered to and that the precept is received</li> </ol>
Invoices received not processed or cheque payments wrongly processed	Low	<ol style="list-style-type: none"> <li>1) All invoices checked by Clerk for accuracy</li> <li>2) At each meeting payments are authorised by the full Council.</li> <li>3) Cheque stub and invoice are initialled as verified by the two cheque signatories</li> </ol>
VAT Claims not made	Low	<ol style="list-style-type: none"> <li>1) VAT claim submitted annually</li> <li>2) Diary/reminder system in operation to ensure VAT re-payment received</li> </ol>
Accounts & book-keeping incorrect	Low	<ol style="list-style-type: none"> <li>1) Clerk maintains proper records, overseen by the two Councillors undertaking internal checks</li> <li>2) Internal and external audit carried out annually</li> </ol>
Inadequate or mismanaged budgets		<ol style="list-style-type: none"> <li>1) Updated budget submitted to full Council at every meeting</li> </ol>

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Costs of services excessive	Low	1) Quotations requested for all regular services 2) Service costs reviewed annually
Insurance level incorrect	Low	1) Review of insurance cover is carried out annually to ensure relevant liabilities are insured 2) Asset register is maintained and checked during Internal Audit
Bank account unsuitable	Low	1) Clerk carries out regular review of available accounts, looking at services and interest offered
Pension obligations not undertaken (re new legislation 2016) Fines can be levied if appropriate pension schemes are not set up within certain time limits	Low	1) Clerk will check regularly whether any employee wishes to opt-in to a pension scheme. Given the level of salary, any pension will not need to be a qualifying pension so can be set up quickly. The Council will not be required to contribute.
<b>CLERK</b>		
Legal issues surrounding Parish Council as an employer	Low	1) Clerk is employed under the terms of a version of the Model Contract agreed by NALC and SLCC. These organisations may offer assistance in case of problems
Salary payment incorrect / not made	Low	1) Payment made quarterly using a specialist payroll company which is approved by full Council at meeting 2) Salary rates are on standard scale and increased if there is a national agreement
PAYE /NIC payments not made to HMRC	Low	1) Payroll system implemented by experienced specialist company who calculate the amounts to be sent to HMRC. Clerk writes cheque at same time as cheque for salary and posts to HMRC after authorisation
Absence of Clerk	Low	1) A Councillor will take the Minutes / undertake essential duties
<b>GENERAL</b>		
Meeting mismanagement	Low	1) Clerk receives appropriate training re agendas, roles, procedures, minutes etc 2) Chairman receives appropriate initial and on-going training where possible 3) Councillors receive initial and on-going training 4) Council is kept updated of new procedural legislation by Clerk 5) Standing Orders exist and are regularly reviewed to ensure all items are managed correctly. Latest NALC model (2018) adopted.

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Minutes mismanagement	Low	<ol style="list-style-type: none"> <li>1) Minutes are numbered and dated</li> <li>2) Minutes are approved by the full Council and each page is signed, at the following meeting</li> </ol>
Minutes destroyed or lost	Low	<ol style="list-style-type: none"> <li>1) Signed copies are kept in folder in secure place (Clerk's home) or archived in the North Yorkshire Council Archives</li> <li>2) Second copy kept by Chairman</li> <li>3) Electronic copy of minutes kept on Council computer and website and backed up regularly onto external hard drive</li> </ol>
Security of Council documents	Low	<ol style="list-style-type: none"> <li>1) Documents are kept in secure place (Clerk's home)</li> <li>2) Electronic copies are kept where possible on Parish Council computer and backed up onto external storage device</li> <li>3) External storage device is not permanently connected to mitigate risk of ransom attack/computer virus</li> </ol>
Members interests	Low	<ol style="list-style-type: none"> <li>1) Members are asked annually to complete / update a Register of Interest Form</li> <li>2) Each Parish Council meeting agenda includes item re "Declaration of interest" and the chairman asks all members present to declare an interest if appropriate</li> <li>3) If an interest is declared this is noted in the minutes</li> <li>4) A process for dealing with dispensations exists in Standing Orders</li> </ol>
Unlawful actions	Low	<ol style="list-style-type: none"> <li>1) Clerk advises Council regarding appropriate legislation</li> <li>2) Clerk ensures Council adheres to all standing orders and financial regulations.</li> <li>3) Clerk is encouraged to attend relevant training to ensure knowledge is current</li> <li>4) Clerk deals with complaints according to adopted procedures</li> </ol>
Existence of Council Policies	Low	<ol style="list-style-type: none"> <li>1) Clerk ensures that relevant policies are drafted and put to Council for adoption</li> <li>2) Clerk ensures that policies are reviewed as appropriate</li> <li>3) Clerk ensures that Council actions are within adopted policies</li> </ol>
Unavailability of Meeting Room	Low	<ol style="list-style-type: none"> <li>1) Annual timetable of meetings published in May, and dates checked with Booking Secretary of meeting room</li> </ol>
Councillor disqualification through non-attendance	Low	<ol style="list-style-type: none"> <li>1) Clerk notes apologies, keeps attendance records and advises Council if any Councillor is approaching limit for disqualification</li> </ol>

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<b>COMMUNICATIONS</b>		
Lack of written information for public concerning Council business	Low	<ol style="list-style-type: none"> <li>1) Minutes are posted on noticeboards and on website</li> <li>2) Reports are submitted to local newsletter and newspaper if appropriate</li> <li>3) Policies are posted on web site within 1 month of adoption</li> <li>4) Clerk deals with requests for information according to adopted and published Publication scheme</li> </ol>
Lack of written information for public concerning Council finances including requirements of Transparency Code for Smaller Authorities 2015	Low	<ol style="list-style-type: none"> <li>1) Information re audit etc is published according to statutory guidance</li> <li>2) Annual Return is displayed according to statutory guidance</li> <li>3) Annual accounts are published on the village website</li> <li>4) Relevant information published on website as required by Code</li> </ol>
Lack of Parish Council information on website	Low	<ol style="list-style-type: none"> <li>1) The village website is owned and maintained by the Parish Council</li> <li>2) The Clerk undertakes to post all Parish Council information as well as information on village news and events in a timely manner</li> </ol>
Disruption of website	Low	<ol style="list-style-type: none"> <li>1) The website has been developed and is hosted by a professional company. A support contract exists in case of problems and company could post information if necessary</li> <li>2) Clerk keeps copies of all information posted on the website relating to the Council</li> <li>3) Parish Council owns the domain names darleyparishcouncil.org.uk and darlevillage.info so set up of replacement website is possible.</li> <li>4) Domain names are renewed as necessary</li> </ol>
Failure to comply with requirements of Transparency Code for Smaller Authorities (from April 2015) – displaying certain documents on website	Low	<ol style="list-style-type: none"> <li>1) The Clerk has received training re these requirements and keeps updated on amendments via SLCC and YLCA</li> <li>2) The Clerk has access to the website and posts all relevant information at the appropriate time</li> </ol>