

# **Risk Assessment Documents**





**AREAS WHERE THERE MAY BE SCOPE TO MANAGE RISK BY INSURANCE**

PROBABILITY (A)		IMPACT (B)		RISK LEVEL (C)	
Certain	5	Fatality	5	High Risk	<b>15 - 25</b>
Very Likely	4	Long Term Closure	4	Medium Risk	<b>8 - 14</b>
Probable	3	Temporary Closure	3	Low Risk	<b>1 - 7</b>
Unlikely	2	Service Disruption	2	<b>Probability (A) x Impact (B) = Risk Level (C)</b>	
Highly Unlikely	1	Negligible	1		

POTENTIAL RISKS	A	B	RISK LEVEL	EXISTING CONTROL MEASURES
<b>1.</b> The protection of physical assets owned by the Parish Council (e.g. buildings, equipment)	5	5	<b>25</b>	<ul style="list-style-type: none"> <li>• Up to date register of assets and investments</li> <li>• Annual review of risk and the adequacy of insurance provider</li> <li>• Ensuring the robustness of insurance providers</li> </ul>
<b>2.</b> Risk of damage to third party property or individuals as a consequence of the Parish Council providing services to the public (i.e. public liability)	2	5	<b>10</b>	
<b>3.</b> Risk of death or injury to employees in the course of their employment (i.e. employer's liability)	1	5	<b>5</b>	
<b>4.</b> Loss of cash through theft or dishonest (i.e. fidelity guarantee)	1	2	<b>2</b>	
<b>5.</b> Risk of damage covered by libel and slander perpetuated by employees or elected members whilst undertaking Parish Council duties	1	1	<b>1</b>	
<b>6.</b> Risk of theft or damage to leased vehicles	2	2	<b>4</b>	
<b>7.</b> Legal liability as a result of potential costs and expenses of future actions	2	5	<b>10</b>	
ACTIONS REQUIRED				
<b>1.</b> Are existing control measures adequate: <b>YES</b> <b>2.</b> What additional control measures are necessary: <b>NONE</b>				

INTERNAL AUDIT ASSURANCE
<ul style="list-style-type: none"> <li>• Review of internal controls in place and their documentation.</li> <li>• Review of management arrangements regarding insurance cover.</li> <li>• Testing of specific internal controls and reporting findings to management and elected members.</li> </ul>





## AREAS WHERE THERE MAY BE SCOPE TO MANAGE RISK THROUGH SELF-MANAGEMENT

PROBABILITY (A)		IMPACT (B)		RISK LEVEL (C)	
Certain	5	Fatality	5	High Risk	<b>15 - 25</b>
Very Likely	4	Long Term Closure	4	Medium Risk	<b>8 - 14</b>
Probable	3	Temporary Closure	3	Low Risk	<b>1 - 7</b>
Unlikely	2	Service Disruption	2	<b>Probability (A) x Impact (B) = Risk Level (C)</b>	
Highly Unlikely	1	Negligible	1		

POTENTIAL RISKS	A	B	RISK LEVEL	EXISTING CONTROL MEASURES
<b>1.</b> Inadequate financial records in accordance with statutory requirements.	1	3	<b>3</b>	<ul style="list-style-type: none"> <li>Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</li> <li>Regular returns to HMRC.</li> <li>Employment contracts for all staff.</li> <li>Systems of updating records for any changes in relevant legislation.</li> <li>Regular returns of VAT.</li> <li>Regular budget monitoring.</li> <li>Procedures for dealing with and monitoring grants or loans made or received.</li> <li>Minutes properly numbered.</li> <li>Procedures to deal with Freedom of Information enquiries.</li> <li>Procedures to deal with complaints from the public.</li> <li>Procedures for recording Members' Interests, Gifts and Hospitality.</li> <li>Acquisition of enhanced DBS checks for all Leisure Centre staff.</li> </ul>
<b>2.</b> Not ensuring that business activities are within the legal powers applicable to Parish Councils.	1	3	<b>3</b>	
<b>3.</b> Not complying with restrictions on borrowing.	1	1	<b>1</b>	
<b>4.</b> Not ensuring that all requirements are met under employment law and Inland Revenue regulations.	1	4	<b>4</b>	
<b>5.</b> Not ensuring that all requirements are met under Custom and Excise regulations (especially VAT)	1	4	<b>4</b>	
<b>6.</b> Not ensuring the adequacy of the annual precept within sound budgetary arrangements.	1	4	<b>4</b>	
<b>7.</b> Not ensuring the proper use of funds granted to local community bodies.	1	1	<b>1</b>	
<b>8.</b> Not providing proper, timely and accurate reporting of Parish Council business in the minutes.	1	1	<b>1</b>	
<b>9.</b> Not responding to electors wishing to exercise their rights of inspection.	1	1	<b>1</b>	
<b>10.</b> No proper documentation control.	1	4	<b>4</b>	
<b>12.</b> Not keeping a Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date	2	2	<b>4</b>	
<b>13.</b> Not reasonably ensuring the health and safety of staff and users of Parish Council facilities.	1	5	<b>5</b>	
<b>14.</b> Not ensuring that all Leisure Centre staff are appropriately DBS cleared to work in Parish Council facilities.	1	4	<b>4</b>	

CONTINUED OVERLEAF

#### ACTIONS REQUIRED

1. Are existing control measures adequate: **YES**
2. What additional control measures are necessary: **NONE**

#### INTERNAL AUDIT ASSURANCE

- Review of internal controls in place and their documentation.
- Review of minutes to ensure legal powers in place, recorded and correctly applied.
- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc., including petty cash transactions.
- Review and testing of arrangements to prevent and detect fraud and corruption.
- Testing of disclosures.
- Testing of specific internal controls and reporting findings to management.
- Testing that VAT was appropriately accounted.
- Review that the Parish Council has significantly assessed risks and the adequacy of arrangements to manage these.
- Review that the precept was correctly calculated and that Parish Council reserves are appropriate.
- Test that salaries to employees and allowances to members are paid in accordance with Parish Council approvals, and PAYE and National Insurance requirements were correctly applied.
- Review that the Asset Register is complete and properly applied.



**AREAS WHERE THERE MAY BE SCOPE TO MANAGE RISK BY WORKING WITH OTHERS**

PROBABILITY (A)		IMPACT (B)		RISK LEVEL (C)	
Certain	5	Fatality	5	High Risk	<b>15 - 25</b>
Very Likely	4	Long Term Closure	4	Medium Risk	<b>8 - 14</b>
Probable	3	Temporary Closure	3	Low Risk	<b>1 - 7</b>
Unlikely	2	Service Disruption	2	<b>Probability (A) x Impact (B) = Risk Level (C)</b>	
Highly Unlikely	1	Negligible	1		

POTENTIAL RISKS	A	B	RISK LEVEL	EXISTING CONTROL MEASURES
1. Inadequate maintenance of security provision for vulnerable buildings.	2	5	<b>10</b>	<ul style="list-style-type: none"> <li>• Standing Orders, Financial Regulations to deal with contract award and the purchase of capital equipment.</li> <li>• Service (Management) Level Agreements.</li> <li>• Regular bank reconciliations (independently reviewed).</li> <li>• Health and Safety Policy.</li> <li>• Health and Safety Risk Assessments.</li> </ul>
2. Inadequate maintenance for support of I.T. services.	1	2	<b>2</b>	
3. Inadequate support for human resource related issues.	1	2	<b>2</b>	
4. Inadequate support for issues relating to health and safety.	2	5	<b>10</b>	
5. Inadequate support for issues relating to legal matters.	2	5	<b>10</b>	
7. Inadequate partnership working in the delivery of grounds maintenance.	2	2	<b>4</b>	
8. Risk of inadequate banking arrangements including borrowing or lending.	1	4	<b>4</b>	
9. Inadequate vehicle or equipment lease/hire.	1	2	<b>2</b>	
10. Inadequate arrangements to detect and deter fraud and/or corruption.	1	4	<b>4</b>	
<b>ACTIONS REQUIRED</b>				
1. Are existing control measures adequate: <b>YES</b>				
2. What additional control measures are necessary: <b>NONE</b>				

INTERNAL AUDIT ASSURANCE
<ul style="list-style-type: none"> <li>• Review of internal controls in place and their documentation.</li> <li>• Review of minutes to ensure legal powers are applied and the basis of the powers recorded and correctly applied.</li> <li>• Review and testing of arrangements to prevent and detect fraud and corruption.</li> <li>• Review of adequacy of insurance cover provided by supplier.</li> <li>• Review insurance of organisations wishing to use Parish Council facilities.</li> <li>• Testing of specific controls and report findings to management.</li> </ul>