

KIDDERMINSTER FOREIGN PARISH COUNCIL

Risk Assessment & Management Review – 2018/19

Reviewed and Approved March 2018

Area	Risk	Severity	Likelihood	Overall	Control
1. Assets	(a) Low Habberley Notice board by phone kiosk	2	3	2	Insurance cover. Car damage/Vandalism
	(b) Low Habberley Notice board by Valley Close	2	3	2	Insurance cover. Car damage/Vandalism
	(c) Trimpley Notice board by letterbox at crossroads	2	3	2	Insurance cover. Car damage/Vandalism
	(d) Trimpley Notice board on green by Oak tree	2	3	2	Insurance cover. Car damage/Vandalism
	(e) Noticeboard at Crundalls Lane	2	3	2	Insurance cover. Car damage/Vandalism
	(f) Lap Top Computer	5	2	4	Insurance cover. Accidental damage, Theft. Clerk ensures regular file back-ups undertaken.
	(g) Projector	4	2	4	Insurance cover. Accidental damage, Theft.
	(h) Printer / Scanner	3	2	3	Accidental damage. Theft.
	(i) Litter Bins (7 in number)	3	3	4	Insurance cover. Accidental or malicious damage. Theft. Regular checks made by litter collection contractors.
	(j) VA Sign	3	5	4	Insurance cover. Accidental or malicious damage. Theft. Regular check by Lengthsman.
	(k) Bench on Trimpley Green Common	2	3	2	Insurance cover. Car damage/Vandalism. Theft
(l) Bench at Low Habberley	2	3	2	Insurance cover. Car damage/Vandalism. Theft	

<b>Area</b>	<b>Risk</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Overall</b>	<b>Control</b>
2. Finance	(a) Banking	3	1	3	Accounts held with a major high street bank. Insurance cover. Precept guaranteed
	(b) Risk of consequential loss of income	3	1	3	Experienced Clerk with professional expertise and qualifications. CiLCA qualified.
	(c) Failure of Council to agree and submit precept by deadline	3	1	3	Councillors advised in timely fashion by Clerk following e-mail prompt from District Council. Agreed at Monthly Meeting with full minutes
	(d) Loss of cash through theft or dishonesty	3	1	3	Parish Council do not deal in cash. All payments verified by cheque.
	(e) Failure of financial controls and records	3	1	3	Regular Accounts records prepared by Clerk and reported to Council and Accounts published on website page. Three signatories on cheques. Internal and External audits.
	(f) Failure to comply with Customs and Excise regulations.	2	1	3	VAT payments and claim calculated and submitted by Clerk. Internal and External auditors provide further checks.
	(g) Lack of sound budgeting to underline annual precept.	3	3	4	Full Council receives detailed budget Planning Table in late Autumn/early Spring to approve. Precept derived directly from this.
	(h) Failure to comply with borrowing restrictions	2	1	2	No borrowing planned or anticipated
	(i) Failure to comply with Inland Revenue regulations re PAYE	3	1	3	PAYE logged by Clerk by "Real Time" PAYE Inland Revenue 'on-line'. Annual print off checked by audit.
3. Liability	(a) Risk to third party, property or individuals	3	1	4	Insurance in place.
	(b) Legal Liability as consequence of asset ownership	3	1	4	Insurance in place. Regular and frequent visual checks.

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4. Employer Liability	(a) Failure to comply with employment law	3	1	3	Membership of Worcs. CALC Employment contract issued to Clerk
	(b) Failure to comply with Inland Revenue requirements	2	2	4	Internal auditor carries out annual check. Clerk provides written confirmation that salary is declared to Inland Revenue
5. Legal Liability	(a) Failure to ensure activities are within legal powers	2	2	4	Clerk clarifies legal position on any new proposal and seeks legal advice where necessary.
	(b) Failure to provide proper and timely reporting via the Minutes	2	1	2	Council meets monthly and receives and approves Minutes of meetings. Approved minutes available for public inspection on request, or via website page.
	(c) Lack of proper document control	2	1	2	Clerk holds Minutes book, receipts and payments records at home and on computer. Computer records regularly backed up (at least monthly).
6. Councillor propriety	(a) Failure to maintain Register of interests and gifts and hospitality.	5	1	6	Past records lodged at County Records office. Members have declared interests via standing item on all agendas, and minuted accordingly. District Council Returns Officer maintains list of registered interests of elected Parish Councillors.

Scores : Low = 1 – 3; Medium = 4 – 6; High = 7 – 9.

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Chairman

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Clerk