

Mollington Parish Council Risk Assessment October 2020

Topic	Risk Identified	Level of Risk	Management of risk	Action	Likelihood of event	Impact of Risk	Risk x	Comments
Financial Records & General Correspondence	Loss due to computer breakdown, etc.	5	Regularly back up files (Back up Media to be kept remotely)	Ongoing	Medium	7	35	Done continually; no unrecoverable data over 24 hrs old. Physical back-up media stored off premises.
Cyber Liability	Risk of Cyber theft/ destruction	5	Back up as above plus latest anti-virus software installed 12/17	Ongoing	Low	5	25	Low risk as internet not used for banking /payments; records may be affected but PC protected by anti virus software and VPN
VAT	Claimed within time limits	4	Agree returns submitted	Ongoing	Medium	5	20	Claimed at least once per year OR when outstanding vat exceeds £1000; claimed via new HMRC Digital Claim method
Members interests	Conflict of interest	5	Update declarations of interest annually	Clerk to check annually	Low	4	20	Up to date. Members declare any interest in items on the Agenda of each Parish Council Meeting
Assets	Risk or damage to third party property or individuals	3	Review adequacy of Public Liability Insurance	Diary – annual review	Low	6	18	New 3 year Insurance agreement in June 2020. Damage to property and third party individuals covered
Staff	Personal Liability of Councillors/Staff	3	Liability Insurance	Annual Ongoing Insurance to be Renewed	Low	6	18	Continuance of Public and Personal Liability Insurance
Assets	Loss, damage, etc.	4	Annual inspection, update insurance and asset registers	Diary – annual review	Medium	4	16	Playgrounds = £47104; Street Furniture = £10832; Insurances and Assets reviewed annually. PC inspect equipment regularly
Staff	Loss of key personnel (Clerk)	3	Hours, health, stress, training management	On Going.	Low	4	12	All PC members & Clerk happy with the current set up Sept 20; Salary reviewed April 2019
Precept	Adequacy of precept	2	Monthly review of budget to actual expenditure	Clerk produces monthly budget summary	Medium	5	10	To be assessed for 2021/22 to cover expenditure forecast
Play Areas	Infection by Covid 19 on Play Equipment	3	Separate Risk Assessment for Play Areas done by PC in July 20	Maintain and review as mandated by Government	Low	3	9	Due to risk of infection by Covid 19, the PC did separate Risk Assessment in July 2020 and continue to follow Government advice
Legal Powers	Illegal activity or payment	3	Educate Council as to their legal powers	Training for Clerk and Councillors	Medium	3	9	Training undertaken. Revised Governance Arrangements undertaken
Best Value	Overspend on services	3	Ensure correct tendering for services	Ongoing	Medium	2	6	Grass cutting re-tendered Autumn 2017. 3 /4 year term.
Precept	Not paid by CDC	2	Clerk to check & liaise with DC	Diary	Low	2	4	On going - paid up to date
Direct Costs & overhead expenses	Invoice incorrectly calculated	2	Check arithmetic	Ongoing	Low	2	4	New Internal Auditor appointed 2016. All accounts fully computerised & self balancing. Reconciled to bank for every transaction
Direct Costs & overhead expenses	Cheque payable to wrong party	2	Signatories initial stub & invoice	Ongoing	Low	2	4	Yes -also clerk signs all invoices
Financial Records	Inadequate records	2	Clerk to check quarterly and regular internal audit	Diary	Low	2	4	Records more than adequate. Chairman to agree balance sheet and bank reconciliation periodically during the year
Minutes	Accurate and legal	2	Review at following meeting	Ongoing	Low	2	4	Agreed, signed at next PC meeting & posted on-line and Notice Board
Staff	Fraud	1	Fidelity Guarantee Insurance	Review sum insured on annual basis	Low	2	2	Fidelity Insurance £150,000 - We are aware of the risk & accept the value of cover.
Cash	Loss through theft or dishonesty	0	Insurance cover review – ensure adequacy of fidelity guarantee	Review sum insured on annual basis	Low	2	0	No cash held
Salaries	Wrong salary paid	1	Clerk check to agreement	Signatories to check	Low	2	2	Ongoing & correct at Oct 20
Direct Costs & overhead expenses	Goods not supplied	1	Clerk/Councillors to monitor	Ongoing	Low	2	2	Ongoing & correct at Oct 20
Effectiveness of Internal Audit	Failure to meet statutory & financial requirements	4	Clerk/Councillors to monitor	Ongoing	Low	6	2	New Internal Auditor appointed 2016 and audited annually by independent auditor

Date of assessment 17th October 2020

Agreed by

Signed **Chairman**

Signed **Clerk**

Minuted 27th October 2020 **Minute number:** 981