

| Mollington Parish Council Risk Assessment May 2023 |   |               |  |  |                     |                |        |   |
|--|---|---------------|--|--|---------------------|----------------|--------|---|
| 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; on One Drive Cloud. 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     | Total Assets insured as Asset Register £74986; 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 May 2023; Salary reviewed March 2023                                       |
| Precept  | Adequacy of precept                                   | 2             | Monthly review of budget to actual expenditure                   | Clerk produces monthly budget summary    | Medium              | 5              | 10     | Assessed for 2023/24 to cover expenditure forecast  |
| Play Areas   | Annual Rospa Inspection Report                        | 3             | Separate Risk Assessment based on Rospa Report                   | Council to follow up on identified risks | Low                 | 3              | 9      | Issue Risk Assessment based on Rospa Report and PC to to rectify any serious issues raised                                      |
| 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 December 2021 for 3 /4 year term. New Tenders to be done by end of 2024                               |
| 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 2021. 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 - PC 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 May 2022   |
| Direct Costs & overhead expenses                   | Goods not supplied                                    | 1             | Clerk/Councillors to monitor                                     | Ongoing                                  | Low                 | 2              | 2      | Ongoing & correct at May 2022   |
| Effectiveness of Internal Audit                    | Failure to meet statutory & financial requirements    | 1             | Clerk/Councillors to monitor                                     | Ongoing                                  | Low                 | 2              | 2      | New Internal Auditor appointed 2021 and audited annually by independent auditor. External Audit also done Summer 2021           |

Date of assessment

16th May 2023

Agreed by

Signed

Chairman

Signed

Clerk

Minuted

24th May 2022

Minute number: