

**PENDLETON PARISH COUNCIL
RISK ASSESSMENT**

Guidance from the External Auditors states the focus of good risk management is to identify what could go wrong and take steps to avoid or manage the consequences if it should happen. This needs to be reviewed annually.

DESCRIPTION	RISK IDENTIFIED	LEVEL OF RISK	MANAGEMENT OF RISK	ACTION	HOW OFTEN
Precept	Not submitted to RVBC	H	Minute what this is to be. Check at the next meeting that it was submitted	Clerk sends to RVBC (following November meeting). Councillors check that it was submitted at following meeting (February)	Annually
	Not paid by RVBC	H	Clerk to report to first meeting in new financial year and chase.	Clerk	Annual
	Adequacy of precept	H	Proper consideration at budget consideration	Clerk to prepare clear reports for budget consideration by the Councillors	Budget meeting (November)
Salary and expenses	Incorrect sum paid	M	Check financial reports when signing cheques/updates of expenditure	Councillors	Each meeting when payment(s) is/are authorised
Banking	Choice of bank	M	Currently Barclays Bank plc – a major bank	Councillors	Review if at all concerned about current bank
	Monies properly banked	L	Reconcile at each meeting along with bank statements	Clerk/Councillors/Internal Auditor.	Each meeting
Insurance	Inadequate cover	L	Councillors to consider annually	Councillors/Clerk	At renewal time – May meeting
Paying bills	Incorrect sum paid	M	Check financial report(s) when signing cheques	Councillors – invoice to be provided	Each payment
	Goods not received	L	Pay when goods received and checked (not always possible)	Chase up re non-arrival – Clerk to report to next meeting	

	Incorrect Cheque paid	M	Financial report to state who is payee and authorised signatories to check	Clerk and authorised signatories	Each meeting
VAT	Recovery	L	Check budget reports	Clerk to apply for VAT following financial year and show in budget report – Councillors to check	Annually
Reserves	Adequacy	L	Councillors to consider at budget	Councillors – Clerk and internal auditor may comment	Annually
Assets		L	Parish Council holds none other than bank account, War Memorial plaque, HP Laptop and Printer		
Staff	Loss of key personnel – Clerk	M	Review terms and salary every two years and offer training	Councillors	Bi-annually
	Fraud by staff	L	Insurance and vigilance	Councillors	On-going
Records	Loss – especially via computer	M	Paper copies and back up by memory stick (held by Chairman)		On-going
Cash/cheques/Computer equipment	Loss or theft	L	Clerk to ensure computer equipment is adequality insured via Parish Council's insurance	Clerk/Councillors	Annually
Legal Powers	Illegal activity or payment	L	Clerk to advise Councillors re legal powers and regularly record under that powers action/payments are made	Clerk to report changes	On-going
Financial records	Inadequate records	L	Clerk and Internal Auditor to ensure correct records are kept	Councillors to inspect records	On-going
Minutes	Accurate and reasonably comprehensive	L	Checked prior to and thereafter authorised and signed at following meeting	Councillors	On-going

Members Interests	Conflict of interest	M	Councillors to keep their declarations of interest up to date and declare at meetings	Clerk to advise privately/confidentially in difficult circumstances	On-going
Code of Conduct for Councillors		L	New Code adopted		