

Risk Assessment Management (4 Pages)

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
Assets					
Lighting columns Bus shelters Seats / benches Notice boards Office equipment Guide books O/s maps	Inadequate protection, security and maintenance of physical assets.	Low	Medium	Assets fully insured. Annual inspection. Works carried out as necessary to minimise risk Kept in office environment or in a locked store	Insurance policy to be reviewed annually. Annual checks made on assets and works necessary identified. Annual budget reviewed accordingly
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	Medium	Annual review of insurance with brokers. Annual review of asset values.	Maintain existing procedures.
Finance					
Precept / Budget	Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves.	Low	High	Budget and Precept considered by Finance Committee & full Council each year. Sound budgetary control. Expenditure against budget considered 6 monthly by Finance Committee.	Maintain existing procedures

Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliation each month	Maintain existing procedures
Financial controls and records	Inadequate or non-standard records leading to financial irregularities.	Low	Medium	Internal & external audit presented to Council. Monthly financial reports to Council.	Maintain existing procedures
Computer records	Loss of data through system error or theft.	Low	Medium	Back-up Parish data on a monthly basis. Good virus checker used	Monthly back-up to a separate hard drive.
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	Maintain existing procedures
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	All invoices recorded and filed upon receipt. Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques and initialling of cheque stubs. List of cheques presented to full Council monthly.	Maintain existing procedures
Grants	Mismanagement of Grant Aid powers.	Low	Low	Formal applications only considered for Grant Aid by Finance Committee or Council. Budgets adhered to.	Maintain existing procedures

Salaries	Incorrect payments to staff (rates, NI, tax)	Low	Medium	Contract with South Hams District Council for payroll facility. All correspondence filed. Internal audit.	Maintain existing procedures
Councillor Allowances	Non-payment of tax	Low	Low	Councillors do not receive allowances at present	No action required
Election Costs	Inability to meet costs	Low	Low	Provision made in budget annually	Maintain existing procedures
VAT	Errors in calculation. Payments not made to HMRC.	Low	Medium	Comply with HMRC regulations. Internal audit.	Maintain existing procedures
Annual Return	Inability to conduct year end close on time/not submitted on time	Medium	Medium	Book internal audit early	Maintain existing procedures
Liability					
Third parties	Risks to third party, property or individuals	Medium	Medium	Public & Products liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually. Risk assessments of individual events.
Staff	Compliance with Employment Law	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually
All personnel	Health & Safety matters	Medium	Medium	Health & Safety policy in place	Maintain existing procedures

Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal	Legal advice to be sought where required
Administration					
Councillor propriety	Incomplete register of interests.	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor propriety	Failure to declare interests	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor/staff propriety	Breach of confidentiality	Medium	Low	Regular reminder to members/staff	Maintain existing procedures
Reports and records	Improper and untimely reporting of meetings via the minutes	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings held in the interim. Minutes to be made available to press and public and via the Council website	Maintain existing procedures

Reviewed at Wembury PC meeting on 20th May 2019
Approved in Minute :- 19-063