

## Corringham Parish Council - Risk Management - Review Document September 2022

### RISK ASSESSMENT

Aim	Risk	Actions to Minimise Risk	Person(s) Responsible	Risk Level pre Action	Risk Level post Action
<b>1. COUNCIL PROCEDURES</b> To ensure compliance with the law and the Parish Council Code of Conduct, Financial Regulations and Standing Orders	1.1. Ignorance of requirements	Ensure that all Councillors are kept aware of legislative requirements, and are provided with copies of the Code of Conduct, Financial Regulations and Standing Orders	Clerk to the Council	4 - Medium	2- Low
	1.2. Out of date Standing Orders and Financial Regulations	Ensure that Standing Orders and Financial Regulations are reviewed	Clerk to the Council and Councillors	4- Medium	2- Low
	1.3. Ultra vires action	Ensure that the Clerk has access to relevant publications	Clerk to the Council and Councillors	3- Low	2- Low
		All actions minuted & approved monthly.	(As above)		
	1.4. Lack of commitment to procedures and legal requirements	Ensure Councillors each have a copy of Standing Orders and Financial Regulations	Clerk to the Council and Councillors	3- Low	2- Low
	1.5. Payments made without proper authority	Ensure all payments comply with Standing Orders and Financial Regulations	Clerk to the Council/RFO, Councillors & Internal Auditor	5- Medium	2- Low
		Ensure all payments receive proper approval and appear on schedules. All payments recorded in the minute book. All invoices certified by 2 councillors	(As above)		
1.6. VAT procedures not complied with	Ensure that the Clerk and at least one Councillor are fully-aware of VAT requirements. VAT returns submitted annually.	Clerk to the Council/RFO and Councillors	3- Low	1- Low	
1.7. Fraud	Ensure an adequate system of internal audit, both within the Council and by employment an independent internal auditor	Clerk to the Council/RFO, Councillors & Internal Auditor	4 - Medium	1- Low	
<b>2. ACHIEVE OBJECTIVES</b> To identify and regularly review the Council's priorities and associated risks	2.1. Lack of knowledge of how to set objectives and identify risks to their achievement	All Councillors to be made aware of the need for objectives and identification of risk. Councillors & Clerk attend relevant training courses	Clerk to the Council and Councillors	4- Medium	2- Low

	2.2. Unsatisfactory reporting mechanism to Council	Ensure that progress against objectives and issues are regularly reviewed through inclusion on agendas	Clerk to the Council and Councillors	4- Medium	2- Low
	2.3. Inadequate review of risk	Ensure that the risk assessment policy document (this document) is reviewed annually	Clerk to the Council and Councillors	5- Medium	1- Low
	2.4. Steps not taken to combat identified risks	As 2.3	Clerk to the Council and Councillors	5- Medium	2- Low
	2.5. Evaluation of specific risks not properly recorded for future reference	Ensure that evaluation documentation is attached to the risk assessment policy document	Clerk to the Council and Councillors	5- Medium	2- Low
<b>3. COMMUNICATIONS</b> To carry influence with other organisations in achieving the requirements of the Parish & Communicating with Parishoners	3.1. Lack of effective lines of communication with other organisations	Establish a relationship and dialogue with relevant organisations. Invite relevant organisations to present reports to Annual Parish Meeting	Clerk to the Council and Councillors (As above)	5- Medium	2- Low
	3.2. Lack of effective lines of communication with Parishoners	Publicise initiatives and matters of importance in Newsletters, on Facebook, on the Parish Website and on Parish Noticeboards. Publicise Annual Parish Meeting	Clerk to the Council and Councillors (As above)	5- Medium	2- Low
	3.3. Lack of preparation on subject matters.	Ensure Councillors are aware of the importance of research and where to look for information	Clerk to the Council and Councillors	5- Medium	2- Low
	3.4. Lack of confidence in Councillors	Establish a relationship and dialogue with relevant organisations. Experienced Councillors to assist newcomers to establish contacts Ongoing training for new and existing Councillors	Clerk to the Council and Councillors Councillors Councillors	5- Medium 5- Medium 5- Medium	2- Low 2- Low 2- Low
<b>4. INSURANCE</b> To ensure that all Councillors are aware of their responsibilities and possible liabilities, and to provide adequate insurance cover for all possible risks	4.1. Lack of knowledge of possible culpability of Councillors	All Councillors to be made aware of the need to read and understand Standing Orders and Financial Regulations. Attend relevant training courses	Clerk to the Council and Councillors (as above)	5- Medium 5- Medium	2- Low 2- Low
	4.2. Inadequate insurance cover	Review risk on a annual basis. Public liability to £12m Employers £10m	Clerk to the Council, Internal Auditor annually	5- Medium	1- Low
<b>5. ACCOUNTS</b> To keep appropriate books of account accurately and up-to-date throughout the financial year	5.1. Lack of knowledge of accounting requirements	Ensure that the Clerk is properly trained and all Councillors are made aware of the need to read and understand Standing Orders and Financial Regulations.	Clerk to the Council/RFO and Councillors	8- High	2- Low
	5.2. Lack of commitment to accounting requirements	As at 5.1 Schedules of payments and bank reconciliation	Clerk to the Council/RFO and Councillors	4- Medium	1- Low

		statements to be submitted to every ordinary meeting.			
		Internal Audit reports to be reported to Council and acted on.	Councillors and Internal Auditor (as above)		
	5.3. Bank charges unnecessarily incurred	Bank reconciliation to be carried out monthly. Periodic internal audit by Councillors	Clerk to the Council/RFO and Councillors	3- Low	1- Low
	5.4. Failure to attract Bank Interest	As at 5.3	Clerk to the Council/RFO and Councillors	3- Low	1- Low
	5.5. Failure to attract best interest rates	Review banking arrangements periodically 1 interest account. Long Term balance in MM Account	Clerk to the Council/RFO and Councillors	3- Low	1- Low
	5.6. Inadequate control of cash receipts and payments	Avoid cash as far as possible, but, where cash is received, ensure that a receipt is issued and the cash is banked at the earliest opportunity	Clerk to the Council/RFO, Councillors & Internal Auditor	8- High	3- Low
	5.7. Out of date books of account	As at 5.3 Computerised up to date cash book to be maintained	Clerk to the Council/RFO, Councillors & Internal Auditor	7- High	1- Low
	5.8. Delay to banking of receipts banked and payments made.	As at 5.3 Income summary provided monthly to members Payments to be made within one week of agreement	Clerk to the Council/RFO, Councillors & Internal Auditor	7- High	1- Low
	5.9. Clerk taken ill or departs suddenly	Contact the SLCC or relevant bodies to request a locum Clerk Contact LALC for any advise Ensure at least one Councillor can cover key functions of Clerk in short term Advertise position through LALC, on Parish Website and Parish Noticeboards	Chairman (as above) Chairman/Councillors Chairman/Councillors	9- High	2-Medium
<b>6. EXPENDITURE</b> To ensure that payments made from Council funds and the use of assets represent value for money, are adequately managed, and comply generally with the wishes of Parishoners	6.1. Lack of knowledge of, and failure to meet, the wishes of residents	As at 3.1 and 3.2. Ensure public consultation on major expenditure	Clerk to the Council/RFO and Councillors (as above)	4- Medium	2- Low
	6.2. Value for money not being obtained	Ensure effective budget planning process. . Annual budget meeting and monthly monitoring  Ensure Standing Orders and Financial Regulations regarding contracts to be complied with.	Clerk to the Council/RFO and Councillors  Clerk to the Council/RFO and Councillors	4- Medium	2- Low
	6.3. Inadequate charges	Effective budget planning process.	Clerk to the Council/RFO and Councillors	4- Medium	2- Low

<p><b>7. BUDGETING</b> To ensure that the annual precept requirements results from an adequate budgetary process, progress against the budget is regularly monitored, and reserves are appropriate.</p>	<p>7.1. Lack of knowledge of budgetary process</p> <p>7.2. Lack of commitment to budgetary process</p> <p>7.3. Inadequate internal controls with regard to monitoring expenditure</p> <p>7.4. Inadequate reserves</p>	<p>Ensure Councillors have access to relevant training Ensure members of the Finance Committee are fully briefed and have knowledge of budgetary process</p> <p>All Councillors to receive a set or budget working figures and be involved in final sign off of budget.</p> <p>As at 5.2</p> <p>As at 5.3</p>	<p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Clerk to the Council/RFO and Councillors</p>	<p>7 - High</p> <p>5- Medium</p> <p>7 - High</p> <p>7 - High</p>	<p>2- Low</p> <p>2- Low</p> <p>1- Low</p> <p>3- Low</p>
<p><b>8. INCOME</b> To explore all possible sources of income and to ensure that expected income is fully received</p>	<p>8.1. Lack of knowledge of possible sources of income, e.g. grants</p> <p>8.2. Lack of commitment to pursuing grant availability</p> <p>8.3. Debts not promptly pursued</p> <p>8.4. VAT claims not made correctly or promptly</p>	<p>Ensure that the Clerk and Councillors attend training courses on grant-availability when required Follow up on any communications with potential grant awards Investigate sources of Grant funding</p> <p>As at 8.1</p> <p>Periodic checks by Councillors &amp; Internal Auditor</p> <p>Ensure Clerk is up-to-date with requirements &amp; at least one Councillor is knowledgeable about VAT claims</p>	<p>Clerk to the Council/RFO and Councillors (as above) (as above)</p> <p>Clerk to the Council/RFO and Councillors</p> <p>Councillors &amp; Internal Auditor</p> <p>Clerk, Councillors &amp; Internal Auditor</p>	<p>4- Medium</p> <p>6- Medium</p> <p>3- Low</p> <p>6 - Medium</p>	<p>3- Low</p> <p>3- Low</p> <p>2- Low</p> <p>1 Low</p>
<p><b>9. PAYROLL</b> To ensure that salaries paid to staff and monies paid to contractors are paid in accordance with Financial Regulations and are adequately monitored</p>	<p>9.1. Lack of knowledge of payroll</p> <p>9.2. Incorrect rate of pay to staff</p> <p>9.3. Pensions. Tax and NI deductions incorrect</p> <p>9.4. Non compliance with tax regulations</p> <p>9.4. Incorrect payments to contractors</p>	<p>Ensure Clerk and at least one Councillor is fully trained on Payroll Ensure correct rates applied when setting budget</p> <p>Ensure Clerk to the Council/RFO and at least one Councillor is familiar with requirements.</p> <p>Ensure year End annual return filed - HMRC</p> <p>Periodic review of contractual obligations</p>	<p>Clerk &amp; Councillors</p> <p>Clerk to the Council/RFO, Councillors &amp; Internal Auditor (as above)</p> <p>Clerk to the Council/RFO and Councillors</p>	<p>7 - High</p> <p>4 Medium</p> <p>4 Medium</p> <p>8 - High</p> <p>4 - Medium</p>	<p>1- Low</p> <p>1- Low</p> <p>1- Low</p> <p>1 - Low</p> <p>1- Low</p>
<p><b>10. ANNUAL RETURN</b> To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail</p>	<p>10.1. Lack of knowledge of Accounts and Audit Regulations</p>	<p>Clerk and Councillors to attend training courses where appropriate.</p>	<p>Clerk to the Council/RFO and Councillors</p>	<p>7 - High</p>	<p>1- Low</p>

	10.2. Inadequate audit trail from records to final accounts	Ensure that the Clerk and at least one Councillor is properly trained and understands the Accounts and Audit Regulations Ensure public notices are displayed & accounts available for inspection and on the website	Clerk to the Council/RFO, Councillors & Internal Auditor Clerk to the Council/RFO and Councillors	7 - High 7 - High	1- Low 1- Low
<b>11. ASSETS</b> To identify, value and maintain all the assets of the Council, and ensure that asset and investment registers are complete, accurate and properly maintained	11.1. Lack of knowledge of assets and investments of Council 11.2. Assets and investments lost or misappropriated 11.3 Inaccurate valuation of assets and investments 11.4 Inadequate reserves	Ensure that records in existence are maintained and kept up-to-date Clerk to monitor any assets and report any issues to Council Ensure that annual insurance valuations are reviewed Bank reconciliation to be carried out monthly	Clerk to the Council/RFO, Councillors & Internal Auditor Clerk to the Council/RFO and Nominated Councillor Clerk to the Council/RFO, Councillors & Internal Auditor Clerk to the Council/RFO and Councillors	4- Medium 4- Medium 4- Medium 4- Medium	2- Low 2- Low 2- Low 2- Low
<b>12. EQUAL OPPORTUNITES ETC</b> To comply with legislation regarding disability, racial equality, safeguarding children, etc.	12.1. Lack of knowledge of legislation and other requirements 12.2. Lack of public awareness of requirements	Ensure that relevant legislation, requirements, etc. are known and understood & relevant policies are up to date. Review responsibilities & policies annually Use Website/newsletter /publications as and when necessary to inform public	Clerk to the Council and Councillors (as above) Clerk to the Council and Councillors	4- Medium 6- Medium	2- Low 2- Low
<b>13. OPEN SPACES</b> To ensure that the open spaces within the Parish are safe and properly maintained.	13.1. Failure to regularly inspect 13.2 Failure to provide adequate safety equipment for pond arreea 13.3 Failure to follow Memorial Safety procedure	Ensure regular inspections of all open spaces are undertaken and findings reported Urgent work to be reported immediately to Clerk (or Chairman in absence of a Clerk) Ensure safety equipment is in place and inspected regulaly Ensure risk assesments are in place where required 5 year tests undertaken and unstable memorials monitored 12 monthly	Clerk to the Council, Burial Clerk and Councillors (as above) Clerk to the Council and Councillors Clerk to the Council, Burial Clerk and Councillors Burial Clerk	7 - High 8 - High 6- Medium	3 - Low 3 - Low 1- Low
<b>14. EQUIPMENT</b> To ensure that Council-owned equipment is in good working order & that it's whereabouts is known.	14.1. Unknown wherabouts of Council-owned equipment. 14.2. Failure to regularly inspect for routine manitance purposes	Keep record of whereabouts of Parish-owned equipment Ensure regular inspections of all Council-owned equipment is undertaken and findings reported	Clerk & Councillors Clerk & Councillors	6- Medium 5- Medium	3- Low 2- Low

	14.3. Failure to carry out any major annual inspections required	Qualified Company/persons to carry out any annual inspections required	Clerk & Councillors	5- Medium	2- Low
	14.4 Failure to maintain Council-owned equipment	Ensure regular servicing and maintainance is undertaken. If appropriate ensure service contracts are in place.	Clerk to the Council and handyman	6- Medium	3- Low
<b>15. STAFF</b> To ensure that staff are employed according to proper recruitment, conditions of service and health and safety requirements	15.1. Failure to ensure that staff are recruited in accordance with correct, fair and unbiased procedures	Ensure that vacancies are widely advertised with full job descriptions and person specifications.	Clerk to the Council and Councillors	4- Medium	2- Low
	15.2. Failure to ensure that staff are correctly paid and enjoy proper conditions of employment	Ensure that staff are paid in accordance with nationally-agreed pay scales (NALC), & are given appropriate contracts of employment based on national models  Review contracts of employment periodically	Clerk to the Council/RFO, Councillors and Internal Auditor  Clerk to the Council and Councillors	4- Medium	1- Low
<b>16. HEATH AND SAFETY</b>	16.1. Failure to ensure proper health and safety provision	Carry out risk assessments for duties to be performed by employees, Councillors and contractors or events held by the Council.  Ensure that staff receive training and instruction in relation to special risk situations.  Ensure that staff who use plant and equipment are provided with adequate training to competently use such plant and equipment.  Ensure that staff are instructed to report accidents.  Ensure that staff working from home are working in safe and appropriate conditions.	Clerk to the Council and Councillors & Internal auditor  Clerk to the Council and Councillors     (all as above)	7 - High	2- Low
<b>RISK SCALE</b> 1-3 Low Risk 4-6 Medium Risk 7-9 High Risk	<b>Adopted September 2022 - Review date May 2023</b>				