MAULDEN PARISH COUNCIL
Risk Assessment Schedule

Adopted: May 23, 2016
Next Review Date: Annually

The risk assessment schedule has been produced to assist Maulden Parish Council (MPC) to assess the risks they face and ensure they have taken adequate steps to minimise them. While MPC are aware that certain risks can never be fully eliminated, the schedule provides a structured and systematic record of the actions taken to minimise risk by identifying the aim/the risk/the level of risk and evaluates the method used to minimise that risk. All MPC councillors participate in reviewing and revising the Risk Assessment Schedule by applying different skills, thus reinforcing its effectiveness.

GENERAL

Aim	Risk	H/M/L	Method to reduce risk
1. To ensure compliance with the Acts Of Parliament, Financial Regulations and Councillors' Code Of Conduct,	1. Lack of knowledge of regulations and codes.	M	Councillors have copies of relative Acts, Code Of Conduct, and Standing Orders, and training from BATPC.
	2. Items purchased without proper tendering procedures.	M	Three quotes are obtained for all purchases over an agreed figure.
	3. Payments made without prior approval and adequate control.	L	All payments are approved by Chair or in MPC meetings
	4. Lack of control of signatories to cheques.	L	Two authorised signatories from four are required which is acceptable given the small number of payments to be made.
	5. VAT & PAYE not properly accounted for, resulting in over claims and large demands from HMRC.	L	Appropriate publications held and that clerk has good knowledge of regulations.
2. To influence and to fulfil the requirements of the Parish population.	1. Lack of effective lines of communication with parishioners.	M	Parish newsletter in monthly church magazine and via Facebook and MPC website. Effective use of noticeboards.
	2. Lack of preparation on subjects requiring influence.	M	Regular communication via MPC website, Facebook, and annual parish meeting.
	3. Lack of confidence	L	Councillors are aware of need for research and where to obtain relevant information. Experienced councillors assist newcomers to establish essential contacts. Delegated responsibility for specific contacts to individual councillors.
3. To keep appropriate books of account accurately and up-to-date	1. Lack of knowledge/understanding of accounting requirements	L	Clerk appointed as the RFO to take overall responsibility for financial management.
	2. Inaccuracies in recording amount totals in books of account, and bank reconciliations.	M	RFO produces financial reports at all meetings. Appointed Cllr carries out regular inspection of books of account. Quarterly comparison of actual results to budget.
	3. Most beneficial interest terms not being employed.	M	Favourable interest rates are obtained on deposit accounts.
	4. Inadequate control of cash receipts and payments.	L	

	5. Books of account not kept up to date/invoices not posted promptly.	L	Cash from allotment rents is banked immediately and receipts given. No cash payments to be made by MPC. Regular checks by appointed Cllr, RFO and internal auditor.
	6. Clerk taken ill or leaves without replacement	L	Chair and/or appointed Cllr are familiar with all aspects of financial matters.
4. To ensure payments made from MPC funds and use of assets, represent value for money and comply with residents' wishes.	1. Lack of knowledge of residents' wishes.	L	Residents are consulted on all major financial issues.
	2. Use of funds not giving value for money.	M	Effective budget planning processes.
	3. Use of funds not in accordance with residents' wishes.	L	Appointment of RFO to create effective financial management.
5. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	1. Late or non-submission of annual accounts.	L	RFO to monitor progress against timetable and report to MPC meetings.
	2. Year-end accounts not prepared, inaccurate, or not in accordance with MPC requirements.	M	Checks by RFO and internal auditor.
	3. Inadequate audit trail from records to final accounts.	M	Internal audit checks
6. To identify, value, and maintain all the assets of MPC.	1. Lack of knowledge of MPC assets.	M	An annual review of assets has been undertaken for insurance provision, storage and maintenance.
	2. MPC assets lost or misappropriated.	M	Regular checks are made on all assets by Clerk and Councillors.
	3. Inadequate or inaccurate valuation of MPC assets.	H	Periodic review of valuations supplemented by professional valuations where necessary.
7. Ensure MPC's key records are securely kept.	1. Key computer records not backed up on a regular basis.	L	Regular back up to memory stick and/or iCloud storage facility.
	2. Inadequate computer virus protection.	H	Anti-virus software is updated regularly. Avoid reliance on single source of protection.
	3. Financial records not kept for statutory six-year period.	L	RFO is aware of this responsibility.
8. Meeting location / venue for MPC	1. Adequacy & Health & Safety	L	MPC meetings are held at the Baptist Church/Village Hall/Church Hall. The premises and facilities are adequate for the councillors and public who attend.

FINANCE

Aim	Risk	H/M/L	Method to reduce risk
1. Preparation of Annual Budgetary Precept	1. Lack of knowledge of budgetary process	H	All MPC councillors are involved in budgetary process and receive working papers.
	2. Inadequate controls regarding expenditure monitoring.	M	Ensure the RFO is properly trained.

2. Provide adequate insurance cover for all possible risks.	1. Inadequate cover 2. Compliance / low risk	M M	All insurance arrangements are reviewed annually, ensuring employers, public liability, and assets are covered. Review policy with competent risk.
3. General banking and cheque payments	1. Inadequate checks 2. Poor authorisation control.	L L	MPC have 2 bank accounts, a main and a reserve, plus 2 savings accounts. Payments are made with cheques drawn on the main account or by the clerk/RFO via internet banking. Clerk/RFO and 3 councillors are the authorised signatories. Cheques require two signatures from the four authorised signatories. All payments must be included in the payments-to-date list presented for approval at each MPC meeting.
4. Petty cash payments	1. Loss through theft or dishonesty	L	MPC have no petty cash or float. Any transactions made by the Clerk/RFO are fully receipted and reimbursed monthly or paid by cheque/internet banking on receipt of an invoice.
5. Financial Reporting	1. Inadequate checks	L	Monthly reconciliation prepared by Clerk/RFO and checked by the MPC appointed Cllrs. They are then presented to the MPC meeting for approval. Any S137 payments are recorded at time of approval.
6. VAT procedures.	1. VAT procedures not complied with.	L	Clerk/RFO is fully aware of VAT requirements.
7. PAYE procedures.	1. PAYE procedures not complied with.	L	Clerk/RFO is fully aware of PAYE requirements

ASSETS

1. Ensure MPC assets are properly maintained and in a safe condition.	1. Failures to regularly inspect and report matters requiring attention. 2. Under / over insured assets.	L L	Regular at least monthly inspections of play equipment with urgent work reported immediately to the Clerk. Periodic checks of other low-risk equipment. An annual review of assets is undertaken for insurance.
2. Play equipment	1. Failure to provide regular inspection. 2. Physical injury through poor maintenance. 3. Public lack of reporting contact details.	L L L	Recorded inspections. Repairs carried out as soon as possible by a competent qualified person. Email displayed for members of the public to report defects.
3. Defective surfaces, eg paths, safety surfaces, open grass	1. Injury from slips, trips and falls	L	Recorded regular inspections by competent person with repairs carried out according to the risk posed.
4. Fencing and gates in play areas.	1. Inadequate prevention	L	Regular inspection with repairs carried out according to risk posed.
5. Seats and picnic benches	1. Injury	L	Benches are bolted to the ground. Any damage/vandalism reported and repaired.
6. Litter Bins	1. Discarded rubbish 2. Injury cuts	L L	Bins emptied and inspected regularly, repairs carried out according to risk posed. Dangerous bins removed from use, including base to prevent trip hazard
7. War Memorial	1. Damage/neglect	L	Regular inspection, repairs carried out according to risk posed.
8. Noticeboards/Bus shelters	1.Risk / damage/ injury to third parties 2. Road side safety	L/M L/M	Regular inspection, repairs carried out according to risk posed. Any damage or repairs required brought to MPC's attention.

9. Trees kept in safe and healthy condition	1. Collapse, structural damage	L	Regular inspection, MPC responds to complaints from members of the public if concerns raised about tree condition, repairs carried out according to risk posed.
10. Dog fouling	1. Infection / ill health	L	Dog bins provided and emptied regularly by Central Beds Council. CBC dog warden asked to patrol area if notified of particular problem.

LIABILITY

1. Legal Powers	1. Illegal activity or payments 2. Working parties taking decisions	L/M` M	All activity and payments made within MPC powers and clearly in minutes. All working parties have clear terms of reference.
2. Minutes/Agendas/ Statutory documents	1. Accuracy and legality 2. Non-compliance with statutory requirements.	L L	Minutes and agendas produced in the prescribed method and adhere to legal requirements. Minutes are signed and approved at next meeting. Minutes and agendas are publicised according to legal requirements.
3. Public Liability	1. Risk to third party, property or individuals	M	Insurance in place – risk assessment of any individual events undertaken.
4. Employer Liability	1. Non-compliance with employment law	L	Training is provided and advice available from BATPC/NALC.
5. Legal Liability	1. Legality of activities. 2. Proper and timely reporting via minutes. 3. Proper documents control.		Clerk clarifies legal position on proposals and seeks advice as necessary. MPC receive and approve minutes at meetings. Documents Retention Policy in place.
6. Councillors' Interests	1. Conflict of interest 2. Non-register of interests.	M L	Councillors declare any interest at the start of the meeting. Register of members' interests held by Central Beds Council reviewed regularly.