

Headley Parish Council - Risk Register

Updated following Parish Council Meeting on 30/11/2020 – see Item 7 in the minutes

<u>RISK</u>		<u>INTERNAL CONTROLS</u>
<u>Areas of risk managed by insurance</u>		
1. Protection of physical assets, i.e. equipment	Loss or Damage Insurance	Items listed in Asset Register, reviewed annually, and minuted
2. Damage to third party property or individuals as a consequence of Council providing services or amenities	Public liability Insurance	Reviewed annually
3. Accident liability to Councillors & Clerk on business	Public liability insurance	Renewed annually
4. Loss of cash through theft or dishonesty by Clerk or Councillors	Fidelity Guarantee	Reviewed annually
5. Libel and slander	Insurance indemnity	Reviewed annually
6. Legal liability as a consequence of asset ownership	Public liability insurance	Assets recorded in Asset Register & reviewed annually, or sooner if required
7. Sign cleaning by Councillors	Public liability insurance	Reviewed annually
8. Village litter picking	Public liability insurance	Reviewed annually & risk assessment, high vis clothing, children away from roads
<u>Other areas of risk</u>		
9. Banking arrangements	Two signatures on all financial transactions	Regular bank reconciliations, Internal audit

10. Proper financial records in accordance with statutory requirements	Managed by computer package 'Home Accounts 4'. Accounts given to Cllrs. bi-monthly.	Accounts for payment only agreed at PC meetings. Internal & external audit
11. M & G Bonds	Kept in Lloyds Bank vaults - 2 Councillors to authorise any transactions	Internal audit
12. Ensuring all activities are within legal powers for Parish Councils	Reference to Statutes	Reference made to "Local Council Administration", 6th Edition, & SCAPTC
13. Expenditure risk - fraud	Two councillor's signatures required for cheque payments and withdrawals	Internal audit
14. Expenditure risk - value for money	Two quotations required for expenditure over £250. Three quotations for expenditure over £1,000	Agreed at PC meeting before acceptance, or by at least 3 Councillors between meetings if urgent
15. Emergency expenditure - up to £200	Authority given to Clerk	Clerk to report to Parish Council as soon as possible for retrospective approval
16. Clerk's salary	Nationally agreed rates advised by NALC	Approved & Minuted at meeting
17. Recovery of VAT	Clerk makes application to HMRC annually	Internal audit
18. Ensuring all requirements are met under employment and Inland Revenue regulations	Contracts of Employment and tax procedures implemented	Internal audit
19. Ensuring all Custom & Excise Regulations (VAT) are met	Regular VAT return	Internal audit
20. Ensuring the adequacy of the annual precept within sound budgeting arrangements	Budgeting procedure adopted	Bi-monthly monitoring
21. Ensuring compliance with the Section 137 powers.	Reference to Statutes	Limit calculated and monitored
22. Proper, timely and accurate reporting of council business.	Minutes distributed and displayed; master signed	Minutes paginated and numbered
23. Responding to electors wishing to inspect accounts etc.	As per audit procedures	

24. Timetables for consultations	Actions listed and dates recorded in Minutes	
25. Proper document Control	All documents available from Clerk	Hard copies of key papers held. Electronic documents backed up monthly on memory stick and external hard drive. Cloud storage.
26. Loss of data	Regular backups of electronic data	Additional backup kept off site
27. Personal data	Annual subscription to ICO Registration (Data Protection) Annual subscription to Satswana Ltd who act as DPO to HPC	Any physical data that is no longer needed will be destroyed by shredding. Training undertaken and DPO appointed to ensure compliance with new GDPR regulations.
28. Register of Members Interests	In place	Reviewed annually, following May meeting
29. Effective Internal controls	Annual review of risks	Standing Orders adopted
30. Playground management & inspection	Councillors inspect fortnightly on rota basis	Completed sheet placed in file and handed to next inspector on rota, copy to Clerk
31. Sign cleaning by Councillors	Wear high visibility safety wear	
32. Event-driven risks	To be reviewed more frequently	To be flagged up with review timings given
33. Use of public space/hall for face-to-face meetings after May 7 th 2021.	To be reviewed as guidance is updated by NALC and the Government.	Bi-monthly monitoring