

BREDFIELD PARISH COUNCIL - RISK ASSESSMENT

Risk Assessment is the systematic process of evaluating the potential risks that may be involved in the activities of the Council and should enable the Parish Council to take practical steps to reduce or eliminate the risks, as far as possible.

This Risk Assessment will be reviewed annually.

Subject	Risk	Potential Impact (H/M/L)	Likely Risk (H/M/L)	Measures taken	Comment
Annual Precept	Inadequate to allow Council to perform its duties.	H	L	PC to receive regular budget reports at every meeting, with indicative costings for projects and future standing costs. At a meeting with a specific Agenda item, the precept to be requested will be resolved based on these figures.	Compliant and adequate
Budget provision and Reserves	Insufficient funds	H	M/L	Budget Setting Process in place Budget to be prepared prior to Precept Meeting to fund for future projects, running costs and a contingency sum.	Compliant and adequate
Financial records	Inadequate records	H	M/L	Trained Clerk and Financial Regulations in place Internal / External audits Financial Regulations Policy adopted. See: LEGAL TOPIC NOTE 55 (onesuffolk.net)	Compliant and adequate

Subject	Risk	Potential Impact (H/M/L)	Likely Risk (H/M/L)	Measures taken	Comment
Banking	Bank errors Inadequate supervision of payments	M	L	<p>Financial Regulations adopted that set out the requirements for banking and reconciliation of accounts.</p> <p>Clerk reconciles the bank accounts monthly to ensure transactions are correctly presented to the council.</p> <p>Council uses dual authorisation procedure for internet banking, whereby one person creates a payment request (the originator) and the other (authoriser) approves; both check the electronic entry to ensure that it matches a presented invoice and is an authorised payment.</p> <p>See : Internet-banking-policy.pdf (onesuffolk.net)</p> <p>Any cheque payments written by Clerk and signed by two Councillors at a meeting of the Council.</p>	Compliant and adequate
Salaries and associated costs	Incorrectly paid. Wrong deductions of NI or Tax Unpaid Tax & NI contributions to HMRC	L	L	<p>Salary rates are assessed annually and applied on 1 April each year.</p> <p>Salary analysis and slips are produced by the external payroll service monthly together with a schedule of payments to the Inland Revenue (for Tax and NI)</p>	Compliant and adequate

Subject	Risk	Potential Impact (H/M/L)	Likely Risk (H/M/L)	Measures taken	Comment
Embezzlement	Theft or fraud by Clerk or Councillors	H	M/L	Payments authorised by two people. Financial Regulations adopted that set out the requirements for payments. Statements presented to Council at every meeting. Councillor appointed to regularly review the council's finances and to check the Financial Statement made at every meeting by the RFO is correct. Annual audits	Compliant and adequate
Insurance	Assets not adequately insured	H	L	Annual review of assets Annual review of insurance	Compliant and adequate
V A T	V A T not reclaimed	L	L	Trained Clerk Adoption of Financial Regulations	Compliant and adequate
CIL income and reporting	C I L not allocated within time limit C I L incorrectly allocated	L	L	Council to understand restrictions for spending CIL income and to allocate money within 5 years of receipt. Annual report to be submitted by Clerk to ESC and uploaded to website	Compliant and adequate
Members interests	Conflict of interests Failure to note interests	M	L	Standing agenda Item for Councillors to declare any interests at meetings. Register completed on election to office.	Compliant and adequate
Employment	Requirements of employment laws not met	L	L	The Clerk should be provided with relevant training and have access to assistance and legal advice required to undertake the role. Membership of SALC	Compliant and adequate

Subject	Risk	Potential Impact (H/M/L)	Likely Risk (H/M/L)	Measures taken	Comment
Data protection	Failure to safeguard personal data	L	M	Registered with the ICO Regularly reviewed	Compliant and adequate
Annual returns	Failure to complete on time	L	L	Annual Governance statement to be completed and signed at first meeting after 31 March	Compliant and adequate
Minutes and Agenda	Accuracy and legality	L	L	Draft agenda prepared by Clerk and approved by Chair pre-meeting. Draft minutes circulated post-meeting. Minutes approved by Council at next meeting and signed by Chair.	Compliant and adequate
Governance	Becoming outdated	L	L	Standing Orders and all Regulations, Policies and Protocols to be reviewed and approved annually.	Compliant and adequate
Data retention	Premature destruction of records	L	L	Data retention policy approved and in place	Compliant and adequate
Data / information loss	Loss through theft; damage or corruption of electronic device	L	L	Electronic records held on Council computer. Back-ups taken regularly onto a cloud account and onto an external hard drive.	Compliant and adequate
Website content	Becoming outdated	L	L	Councillors to be appointed to act as webmaster and support. Reviewed regularly.	Compliant and adequate
Assets	Loss or damage or risk to third parties	L	L	Annual inspection and review of assets carried out by nominated councillor	Compliant and adequate
Asset Register	Becoming outdated	L	L	One councillor to take responsibility annually to review and report to Council	Compliant and adequate

DATE: 10 July 2023