

Risk is the likelihood of occurrence. Amendments in BLUE

Topic	Risk Identified	H/M/L	Management of Risk	Action	Freq
Salaries Payroll outsourced to SALC	Incorrect salary paid	L	Check payslip check with SALC/Cheque signed by Parish Councillors. Annual Internal Audit checks this process.	Verify & minute	Monthly
	Incorrect hours paid	L	Check /time sheet/contract/payslip/SALC/ Cheque signed by Parish Councillors Any overtime approved SALC will only process with prove from the Chairman	Verify & minute	Monthly
	Incorrect rate pays	L	Check the contract and NALC PayScale's Annual Internal Audit checks this process.	Verify & minute	Monthly
	Wrong deductions - NI	L	Check payslip check with SALC	Verify & minute	Monthly
	Wrong deductions – Income Tax	L	Check payslip check with SALC	Verify & minute	Monthly
	Wrong deductions – Pension Payment	L	Payments to be made by Direct Debit Annual Internal Audit checks this process	Verify & minute	Monthly
Direct Costs & overhead expenses	Goods not supplied to PC	L	Order system in place/RFO appointed.	Approval by PC	Ongoing
	Invoice incorrectly calculated	L	Check arithmetic Signatory initials	RFO/Member verify	On going
	Cheque payable is correct	L	Full PC minute - Signatory + stubs	RFO/Member verify	Monthly

Grants to local organizations Donations	Power to pay	L	Minute power /Advisory Finance Group. Full Council	RFO/Member verify	Ongoing
	Agreement of PC to pay	L	Full PC Minute	Members verify	Ongoing
	Conditions agreed	L	Use reasonable conditions and application form completed by the organisation concerned.	RFO check	Ongoing
	Cheque payable is correct	L	Full PC minute - Signatory + stubs	RFO/Member verify	Monthly
	Follow up verification	M	RFO check & consider the budget	RFO verify	Monthly
Election costs	Unexpected/organized	L	Check with BDC/ consider budget /Plan in Advisory Finance Meeting.	RFO verify	Whenever
VAT	VAT analysis	L	All items in accounts book listed. Annual Internal Audit checks this process.	RFO/Member verify	Monthly/requested annually
	Charged on purchases	L	Consider all items recorded	RFO verify	Monthly

Reserves - General	Adequacy (Up to Precept Amount) Recommend 6 months	L	Consider at Finance meeting and budget setting & final accounts.	RFO/Advisory	6 monthlies
Reserves – Earmarked	Adequacy	L	Consider at Finance meeting and budget setting & final accounts & when necessary	RFO/Advisory	6 monthlies
	Earmarked or Contingent liability	L	Review with Advisory Group and Full Council	RFO/Advisory	6 monthlies
Assets	Loss, Damage etc	H	Annual maintenance inspection, update Insurance & Assets Register. Risk Assessment completed monthly where necessary by Parish Clerk.	Parish Clerk	Monthly/Annual
	Risk of damage to third party property or individuals	M	Review adequacy of Public Liability insurance. Checks are conducted regularly.	Parish Clerk and members	Monthly/Annual
Staff	Loss of key personnel	H	Health, lone Working, not paid for hours worked.	Members	Annual
	Fraud by staff	L	Fidelity Guarantee value up to 100k / Best Practice in place. Due Diligence Financial Regulations in place. All invoices checked before payment Procedures in place with the bank Annual Internal Audit checks the process Monthly Bank Statements emailed to councillors	RFO/PC	Monthly
Cash /Cheques (Dinghy Park)	Loss through theft or dishonesty	M	Fidelity Guarantee value. Processes in place for checking purposes. Financial Regulations in place and adhered to. Dinghy Permits marry to payments. Annual Internal Audit checks the process	RFO/PC	Monthly
Legal Powers	Illegal activity or payment by PC (<i>Ultra Vires</i>) (Beyond its powers)	M	Legal Powers are checked before any purchases.	RFO/Members	Monthly

			Annual Internal Audit checks this process		
Financial Records	Inadequate records	L	Provided every month at the PC Meeting	RFO/Members	Monthly
Minutes/Parish Minutes	Accurate & Legal	L	Review at following the meeting	Chair/Cllrs/Public	Monthly
Code of Conduct Members Interests	Conflict of interest	M	Training/ All Members to have a copy. Update Declarations of Interest Record Declarations in Minutes	Clerk/RFO/ Members	Monthly
Financial Regulations & Standing Orders	Out of date/not adhered to	L	Update/Review every year (Minuted) & when necessary. All Members to have a copy.	RFO/Clerk/ Members	Annually and when legislation requires.
BANKING RISK Access to telephone banking	RFO/Clerk absent	L	Limited access. Two signatures can verify details at the bank. The Chairman receives the bank statements by post.	RFO/Clerk Resolved Cllrs Resolved Cllrs	Ongoing
GDPR Risk	Parish Council – to include Corporate Manslaughter and Corporate Homicide insurance. Non – Compliance of Regulations	M	Members sign a GDPR Awareness Form. Parish Clerk/RFO trained on GDPR Parish Protect insurance through Legal Expenses, Public Liability and Officials Liability All correspondence is handled by the Parish Clerk. Parish Clerk conforms to GDPR Regulations.	Members/Parish Clerk	Annual/Ongoing
Coronavirus Covid - 19	Risk to employee Risk to members The risk to banking (receipts and payments) The risk to Invoices for payment	M	Members to support. Receipts to be paid by BACS Virtual Meetings for Meetings Invoices handled within the Government Guidelines	Members/RFO	Monthly

	Risk of Councils Activities Risk of Councils Services (Contractors) Volunteers – Recycle Centre		Closure of Recycle Centre Parish Clerk/Members understand Government requirements Meetings -PPE offered and all surfaces cleaned		
Recycle Centre	Accidents to volunteers. Covid – 19 Fly – Tipping Accidents to members of the public Abuse from members of the public	M	Health and Safety Risk Assessment completed by the end of the Financial Year 2021. Suggestions to be completed 2022 CCTV to be investigated third party 2022 Health and Safety Assessment to include Covid – 19 processes. Certificate of Employers' Liability Insurance dated until September 2022 PPE Provided to the Volunteers Closure of site if required Two volunteers at the site when the site is open Any abuse – members of the public banned from the centre Members informed at Monthly PC Meetings	Parish Clerk/Chairman	Monthly

Prepared by: Jill Davis - Clerk/RFO to Chelmondiston Parish Council

Recommended at the Advisory Finance Group

Reviewed and Updated

Signed:..... Cllr David Cordle... ..
Chairman

Signed..... Jill Davis.....
Responsible Finance Officer

Recorded: Copies to all members by Email.

The document was approved at the PC Meeting held on 11/01/2022