

Kirkby Underwood Parish Council Risk Management

Item	Risk Identified	Rating	Management of Risk	Action	Policy Document	Notes
1	Finance General	Lack of knowledge of possible sources of income e.g. grants funding streams	Medium/High	Work closely with local association to gain experience of all avenues and application procedures	Clerk Internal Audit	
	Finance General	Year end accounts not prepared, inaccurate, or not in accordance with Council requirements	Low/High	Financial and Budget reports to all Parish Council meetings, Internal audit checks	Clerk/Chair	Standing order
	Financial Control	Failure to maintain proper financial control resulting in inability to set a legal budget	Low/High	Internal financial management supported by Financial Regulations. Quarterly review of bank reconciliation. Annual spending plans formulated.	Clerk and Parish Councillors	Standing order
	Financial Control	Inadequate consideration of requirement for annual precept	Medium/High	All councillors involved in budgetary process not solely clerk. Start consideration at least 4 months prior to submission	Clerk and Parish Councillors	Standing order
	Financial Control	Internal controls not in place or not operated	Low/High	Internal financial management supported by Financial Regulations. Quarterly review of bank reconciliation.	Clerk and Parish Councillors	Standing order
	Financial Control	Election Costs	Medium/High	In election year, estimated costs obtained from Electoral Officer and included in the budget	Clerk and Parish Councillors	
	Financial Control	Reserves too low	Medium/High	Financial and Budget reports to all Parish Council meetings	Clerk	Standing order
2	Assets: Telephone Kiosk and Bus Shelter Rippingale Road	Damage	Low	Clerk and Parish Councillors to make periodic inspection to Telephone Kiosk and Bus Shelter. Insurance cover in place for impact damage	Clerk and Parish Councillors	Annual Insurance review by Parish Council
	Assets: IT Hardware	Loss/ Damage	Low	Clerk retains Equipment. All risks Insurance cover in place for Office Contents at clerk's home, insured value £2500	Clerk	Annual Insurance review by Parish Council
	Assets Register	Asset register not established/ maintained	Medium/High	Create asset register in accordance with Audit Commission and maintain periodic review	Clerk and Parish Councillors	Annual review by Parish Council
3	Public Liability	Risk to third parties	Low	Public Liability Insurance cover in place. Limit of indemnity £10,000,000		Annual Insurance review by Parish Council
4	Legal Liability	Lack of knowledge of regulations and codes	High	Ensure that all councillors have available relevant acts. External advice when necessary.	Clerk and Parish Councillors to attend training courses	
	Legal Liability	Absence of standing orders	High	Ensure standing orders are produced, adopted by Council and reviewed regularly	Clerk/Chair	

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	Legal Liability	Incapacity of Clerk	Medium/High	Designate a person to temporarily act as clerk on an emergency	All Members		
	Legal Liability	Resignation of Clerk	Medium/High	Undertake succession planning	All Members		
	Legal Liability	Failure to retain or secure the necessary members for a council	Low	Maintain an up to date attendance register. Advertise for an election immediately a vacancy occurs. Co-opt members where no election is called	Clerk and Parish Councillors		
	Legal Liability	Failure to protect important documentation	Low	Clerk maintains documentation in accordance with Policy Document. Minutes over 10years old deposited with County Archivist. Electronic documents backed- up and published on webpage	Clerk	Retention of Documents Policy	Review by Parish Council on 5year basis
	Legal Liability	Notice of Meetings and approval of minutes	Low	Agenda, notice and minutes to be prepared in accordance with standing orders	Clerk/Chair	Standing order	
5	Member Liability	Failure to declare declarations of interest	Low	Code of Conduct defines procedures adopted by Parish Council 9/8/16. Declarations reviewed on regular basis to ensure up to date.	Clerk and Parish Councillors	Code of Conduct	Review by Parish Council on 5year basis
	Member Liability	No risk analysis carried out	Low/High	Ensure completion of the risk assessment and reviewed annually	Clerk and Parish Councillors	Risk Assessment	
	Member Liability	Lack of effective lines of communication with parishioners	Low/High	Take every opportunity to publicise role of Parish Council through Parish newsletters and website	Clerk and Parish Councillors		
6	Employer Liability	Failure to comply with law.	Low	Contract of employment and job description is agreed for clerk	All Members	Clerk Contract	
7	Health and Safety	Risk to members, employees and members of the public	Medium/High	Regular checks and ensure that all current legislation and advice is available	Clerk		