

STAPELEY DISTRICT PARISH COUNCIL - RISK MANAGEMENT

Review: 8 May 2014

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
Finance General								
1	Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget.	L	* Internal financial management supported by Financial Regulations. * Quarterly review of bank situation. * Annual spending plans formulated	Parish Council	Annually	Standing Orders and Financial Regulations	
2	Community Hall accounts	Receipts not in accordance with bookings made.	M	New system introduced in 2013.	Clerk/ Internal Auditor	As required	Contract of Employment	The internal audit process for 2013-2014 should highlight any anomalies which need to be addressed.
		Bookings taking place for which there is no event booked on the system.	M	Clerk and parish councillors encouraged to make random visits to the hall to check if events are taking place, and then to verify with booking system.	Clerk and Parish Councillors			The appointment of a caretaker will assist in this.
		Overtime payments for the Clerk - payment in excess of hours worked.	L	"Timesheet" presented to Parish Council meetings detailing work undertaken. It is for the Parish Council to approve or otherwise. Payment for overtime is by cheque which must be signed by two parish councillors.	Parish Council			Monthly
3	Assets	Loss, damage etc.	L	Periodic inspection of wooden bench, notice-boards and land at Talbot Way (see below also)	RFO/ Member inspection	Annually		
4	Land at Talbot Way	Potential damage and/or personal injury to members of the public.	?	Public liability insurance in place to cover personal injury. Monthly inspections of site carried out by J Hillman (Parish Councillor)				
Receipts								
5	Precept	Over/under calculation of precept	L	Annual budget-setting process	Parish Council	Annually		Parish Council considers budget proposals at three separate meetings, to inform its final budget.

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6		Not paid by Cheshire East Council.	L	Timely presentation of request. CEC pays directly into Parish Council bank account.	RFO			
7	VAT re-claim	Not claimed within 3-year period (maximum back-period for which claims can be made)	L	Routinely claimed once a year as part of the end of year accounts process.	Diary	Annually		
Expenditure								
8	Clerk's salary	Incorrect salary rate paid by bank	L	Verify with bank statements	Inform Bank			Paid by Standing Order - salary reviewed annually.
9	Payments	Unlawful expenditure/ improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Each cheque to be signed by two signatories, together with cheque counterfoil and invoice/other paperwork in support of expenditure Parish Council authorises cheque signatories as and when required.		Annually	Financial Regulations and Budget Plan for appropriate year.	
10	Parish Councillors expenses	Overpayment	L	Claim form and expenditure authorised by Parish Council.	Parish Council			
11	Fraud	Misappropriation of funds by Clerk or Parish Councillors	L	All payments are effected by cheque, signed by two parish councillors and supported by invoices/claim forms. Blank cheques are not permitted to be signed. Fidelity guarantee value to cover total cost of precept and maximum likely balances.	Parish Council	Annually	Financial Regulations and Insurance Policy	Level of cover should be the maximum amount held by the Parish Council at any one time which is usually the expected year-end balance plus three months' operating costs until the first precept payment is received. £60,000 is appropriate.
12	Reserves - General	Adequacy	L	Consider at budget-setting. Ensure minimum of 3-months reserves to cover the period between the end of the financial year and receipt of precept from Borough Council	RFO/ Opinion	Annually		

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13	Reserves - "ring-fenced"	Adequacy	L	Consider at budget-setting and identify approximate costs for specific projects				
14	Invoices	Overpayment	L	Invoices submitted to PC for authorisation and signature by two parish councillors	RFO		Financial Regulations	
15	Grants and support	Power to pay	L	All requests submitted to PC, and Clerk advises on power to spend and reserves availability.	Parish Council	Annually	Grants Policy	
16	Mobile Vehicle Speed Display Units	Potential damage to equipment and/or injury to members of the public	L	The risk has been transferred to TWM Traffic Control Systems which moves the equipment around the parish. Insurance cover for the equipment and public liability is still in place and public liability cover would still apply if members of the public are injured.				
17	Street lighting	Potential loss of street light through damage	L	Covered through insurance policy.		Annually		
Non-Financial								
18	Meeting of Parish Council	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice, 3 working days before meeting			Public Bodies (Admission to Meetings) Act 1960 and Standing Orders	
19	Business Continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances.	L	All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Cheshire Association of Local Councils can be asked to provide the services of an interim Clerk.				
20	Mobile vehicle speed display unit	Potential injury to members of the public	L	The risk has been transferred to TWM Traffic Control Systems which moves the equipment around the parish. Public liability cover would still apply if members of the public are injured.			Insurance Policy	

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21	Health & Safety	Injury to public from street lights owned by Parish Council. Notice-boards and wooden seat.	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified.			Annual insurance review by Parish Council	
22	Loss of documents	Minute books, financial accounts	L	Clerk retains Minute books for 10-year period. Other minute books are sent to County Archivist for retention. Electronic copies of minutes and agendas are backed-up monthly. Accounts: Hard copy and electronic versions to be retained.	Parish Council		CIPFA Regulations	Bank statements can be destroyed following completion of previous year's audit.
23	Community Hall	Legionella Fire Building	L	Risk Assessment carried out by the Borough Council on behalf of the Parish Council. The Report has been provided. Fire Risk Assessment (FRA) carried out in March 2013. Risk assessment of the building has yet to be carried out and is an item on the agenda for 6 June 2013.			Risk Assessment Procedure Fire Risk Assessment	New caretaker to be trained in operating procedures. Caretaker to be trained in operating procedures. Clerk is currently enquiring if a risk assessment was carried out which pre-dates the lease on the community hall.