

INGLEBY ARNCLIFFE PARISH COUNCIL

RISK ASSESSMENT POLICY STATEMENT

The role of the Parish Council is to carry out its duties and obligations under the prevailing law and in doing that, it has an obligation to consider the risks attached to completing its obligations and what reasonable steps can be taken to minimise any identified risks.

CC = Parish Council's Clerk H=High Risk area M=Medium Risk area L=Lower Risk area

Subject	Risk(s) identified	H/ M/ L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept amount to meet the Council's obligations to carry out its annual statutory duties.	H	To determine the annual precept amount required, the Council conducts the following budgetary cycle: <ol style="list-style-type: none">1. On a quarterly basis, a comparison is made between actual, committed, forecast and budgeted expenditure;2. Any material differences between the budget, actual and committed expenditure are reviewed by the Council Any material differences are explained and noted in the Council's minutes as required.3. At the November Council meeting the following year's budget is presented by the Responsible Financial Officer ("RFO"), reviewed, amended (if required) and agreed by the Council. This procedure then sets the Precept	NYC

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			<p>amount for the forthcoming financial year.</p> <p>4. The precept amount for the following year is then advised to North Yorkshire County Council (“NYC”) by the Council’s Clerk (“CC”).</p>	
Level of Reserves	<p>Adequacy of Reserves to cover all risks if they were to come to fruition within one year.</p> <p>Failure to monitor Reserve levels could lead either to too high or too low Parish reserves.</p>	M	<p>The Council maintains reserves adequate to cover the Council’s assessments of risk.</p> <p>Precept level to be adjusted in the light of level of actual reserves in order to maintain the forecast level of year-end reserves at the required level.</p>	<p>At the November Council meeting the level of reserves is reviewed for appropriateness for the following year and any agreed adjustment reflected in the Parish Precept level.</p> <p>Details of the reserves are included in the Council’s annual accounts package.</p>
Financial Records	Inadequate records	M	<p>The RFO maintains an Excel cashbook, which can be made available on request to any/all Parish Councillors.</p> <p>Financial records including all invoices and cheque stubs are retained for at least 6 prior years</p>	<p>Existing procedure considered adequate</p> <p>Existing procedure adequate</p>

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				Existing procedure
Petty Cash/Debit Card	Irregularity, leading to the loss of Council cash Misuse of the Debit card	L M	No petty cash balance is kept. The Council has considered the risks and adopted agreed controls	Policy of “no petty cash” balance will be maintained Existing procedure adequate
Invoices for Goods or Services	Council accepts invoices which are not meeting the requirements on which public expenditure should be incurred	H	No material expenditure commitments are made by any Councillor, RFO or CC without prior authorisation by way of a Council minute. All payments to be made only following the receipt of properly documented invoices which are approved at Council meetings. Invoices are signed by the Council’s Chairman.	Existing procedure considered adequate. Existing procedure considered adequate.
Bank Transactions	Inadequate checks resulting in either non-identification of banking mistakes and/or misappropriation of Council funds	H	All cheques require two Councillors signatures. No electronic bank transfers are permitted Bank reconciliations for each Council bank account are presented at the monthly Council meeting. Councillors on rotation independently obtain bank balances to verify the figures used in the monthly Bank reconciliation.	Existing procedures adequate and are subject to Internal Audit and the Council’s review on an annual basis.

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			The Chairman and all Councillors are authorised to view the Council's bank accounts at any time via the internet.	
Reporting and auditing	Risks vary from the misappropriation of funds to a lack of control over Council expenditure.	L	Income and Expenditure reports are a regular agenda item at each Council meeting and discussed/reviewed and noted at each meeting.	Existing procedures considered adequate.
Grants/Funds	Lack of awareness of the availability of grants and/or funds	M	Membership of the various parish and local government organisations which assist in identifying and the sourcing of grants and funds. Enquiries made of the County Councillor, as necessary.	Existing procedures considered adequate.
Best Value accountability	Public funds not achieving best value	M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any material costs (greater than £250) for work or services to be undertaken. For major work, at least two competitive written tenders would be sought. If problems encountered with a contract the CC would investigate the situation and report to the Council.	Existing procedure considered adequate. Any change in the procedure would be subject to a Council minute explaining their reasoning.
Transparency Code for Smaller Authorities	Failure to meet its requirements	M	Council is aware of its requirements and uploads the relevant information to its website.	Chair & CC to monitor Codes and compliance with same, and to advise of any amendments to the Code.
PAYE/NHI	Failure to operate a PAYE system for CC and/or other salary payments.	M	Scheme registered with HMRC Employer Reference 475/KB42189.	Subject to annual Internal Audit review.

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			A nominated Parish Councillor or agreed individual/organisation to undertake the management of the payroll on behalf of the RFO	
VAT	Reclaiming/charging of Vat is not completed properly.	L	The RFO is responsible for the recording of Vat as a separate item in the Council's cash book and either pays or makes a reclaim as required.	Existing procedures considered adequate.
Annual Accounting Return	Submitted within time limits and in accordance with the Council's requirements	H	Annual Return completed by the RFO, considered and approved by the Council, submitted to internal auditor for completion a then sent to External Auditor within the required time frame.	Existing procedures considered adequate.
Legal Powers	Illegal activity by the Council	H	<p>The Chairman and Councillors are collectively and individually responsible for ensuring that the Council only undertakes responsibilities or actions that are within its legal competence. The YLAC would be approached if there is a considered the need for advice.</p> <p>CC and Councillors should undertake training, as necessary on the Council's legal powers.</p>	<p>Existing procedures considered adequate.</p> <p>New Councillors should be encouraged to seek adequate training on taking up their appointment.</p>
Changes in the obligations and duties of Parish	Failure to meet obligations or exceed obligations	M	Council maintains its annual membership of YLCA and nominates individual Councillors to attend their meeting.	Existing procedures considered adequate.

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Councils and their Councillors				
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed manner by the CC and must adhere to their legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman.	Existing procedures adequate. Members adhere to Code of Conduct and the Council's standing orders. Standing orders are reviewed as necessary.
Council Members interests	Conflict of interests Register of members interests	L	Declarations of interest by Council members at Council meetings. are reliant on the individual Councillors, recognising and declaring their interest. Register of members interests maintained and available to view on the NYCC website	Existing procedures adequate. The only register is that provided when a Councillor first joins the Council.
Councillor Training	New Councillors not aware of their respective responsibilities.	M	On appointment, Councillors provided with: <ol style="list-style-type: none"> 1. This Risk assessment policy statement. 2. The good councillor's Guide. 3. Councillor's Code of Conduct. 4. The current year's budget and if applicable current year's expenditure. 5. All other Council policy statements including Standing Orders. 6. The Transparency Code. 	Procedure introduced on the appointment of new Councillors.

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			Any Councillor requesting additional training should approach the Council for its consent to any training expenditure required.	The CC circulates details of YLCA training courses.
Councillor's Details	Failure to maintain Councillor's details current	L	<ol style="list-style-type: none"> 1. Maintain the website. 2. Maintain details on the Register of Members Interest on the NYCC website 	Responsibility lies with the individual Councillors to ensure their details are kept up to date.
Insurance - 1	Not insuring against risks as required by law.	H	Employers, Public Liability and Fidelity Insurance maintained on an annual basis. An annual review is undertaken of all insurance arrangements to ensure if cost effective insurance can be obtained.	Existing procedure adequate. Insurance reviewed annually.
Insurance - 2	Council assets not covered by insurance which places them at risk.	H	Noticeboards, war memorial, street furniture etc. are covered by insurance.	Existing procedure adequate. Insurance reviewed annually
Insurance - 3	Cover for Councillors on Parish business	L	No cover in place for: <ol style="list-style-type: none"> 1. Personal Accident. 2. No Claims Discount when using personal car on Council business; and 3. No excess protection when using personal car on Council business. 	Reviewed on an annual basis.
Sub-Contractors Insurance	Insurance cover may be affected by Council's failure to inspect a sub-contractor's insurance	H	All sub-contractors working for the Council to provide written evidence of their insurance cover	CC to obtain as necessary.
Assets	Council assets fall into disrepair.	M L	Assets insured as appropriate.	Existing procedures considered adequate.

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			Assets inspected on an annually basis, Council advised of asset conditions and repairs authorised by Council as necessary.	
Data Protection/G.D.P. R.	Failure to comply with the requirements of the Data Protection Act or equivalent legislation.	L M	The Parish Council is registered with the Data Protection Agency and a Data Controller is appointed. Data protection policy	Ensure annual renewal of registration and awareness of prevailing Data Protection regulations. Reviewed annually.
Recreation Ground	Personal injury and/or damage to the recreation ground and its equipment.	H H H	Maintain adequate insurance. Weekly inspection of the recreation grounds equipment with a written record maintained and action taken either immediately on any safety issues, any maintenance or other issues noted by the inspection and considered at the next Council meeting. Note of the inspection provided to the CC on a monthly basis or as necessary with regard to any safety issues. All actions noted in the Council's minutes. External qualified annual inspection with a written report provided to the Council, reviewed by the Council at the earliest opportunity and any follow-up actions noted in the Council's minutes.	Existing procedures, considered adequate and will be reviewed as required in line with insurer's requirements.
Defibrillators	Equipment not maintained.	H	Council has appointed Guardians who check the equipment on a regular basis. Council has joined a charity organisation which checks that the equipment is being	Present policy considered adequate.

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			checked. The organisation provides replacement batteries and consumables as required.	
Health and Safety	Failure to protect employees, volunteers, sub-contractors from harm.	M	Policy statement and Risk assessments for the Recreation Ground activities.	Reviewed in the light of any changes in legal requirements
Freedom of Information	Failure to respond to a FOI request in a timely and appropriate manner.	L	The Council is aware that if a substantial request was made that it could create a number of additional hours work. The Council can request a fee to supplement the extra hours.	The Council to monitor any requests made under FOI legislation
Social Media	Ensure all social media is maintained, used as appropriate and represents the Parish in the most appropriate manner.	M	Policy on Website, Facebook, YouTube, Email and press communications	Policy statements provided on the website.
Website	Website is failing to meet the Website Accessibility Standards as legally required	H	The Council's website is not in compliance with the regulations.	New website introduced which is comply with the new regulations.
Risk Assessment Statement	Statement fails to keep up to date with the Council's activities and the changing nature of both risks and the Council's obligations	M	Individual statements reviewed (including those relating to the Recreation Ground), and concerns noted and statements considered for revision in the light of experience.	CC reviews the Council's actual practice against the risk assessment statement and raises any matters of concern. Statement and adherence to same reviewed as part of the approval of the Council's annual accounts programme. Statement reissued as necessary.