

Inskip – with – Sowerby Parish Council
Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Management of the Parish Council						
Topic	Risk Identified	Likelihood H/M/L	Impact H/M/L	Management of Risk	Resp.	Status update
Business Continuity	Council not being able to continue its business owing to unforeseen event	L	L		Chair	
Councillors	Council meetings inquorate owing to Councillor absence or vacancy	L	L		Chair	
Duties	Parish Council fails to carry out mandated duties	L	M	Ensure that all mandated duties are included in the Parish Clerk work instruction	Clerk	All identified duties included in work instruction
Litigation	Legal action may be taken against the Council	L	M	Parish Council insurance cover for legal action value set appropriately	Clerk	Insurance cover confirmed for 2021/22
Staff	Parish Council may lose key personnel (Clerk)	M	H	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	Cllr	
	Parish Council may suffer fraud by staff	L	M	Fidelity Guarantee value set appropriately	Clerk	Insurance cover confirmed for 2021/22
	Parish Council work environment fails to meet legal minimum requirement	L	M	For an employer with less than five employees, a workplace risk assessment is not a legal requirement, however it remains good practise, particularly as members of the public may need to visit the Parish Council office.	Cllr	
Meetings	Venue is unavailable	L	L	Ensure venue is booked 3 months in advance	Clerk	Standard work instruction
	Meetings are not properly convened or advertised	L	M	Ensure meetings are properly convened and advertised at least 4 working days prior to scheduled date Ensure that members of public are not improperly excluded	Clerk	Standard work instruction
	Venue is unsafe	L	M	The Parish Council hires rooms for Parish Council meetings and it is the responsibility of the hiring venue to carry out risk assessment. The Parish Council should ensure that the hiring venue has an up to date risk assessment and fire safety plan and public liability insurance cover.	Clerk	Action carried out 04/10/21 to ascertain risk assessment status of meeting venue
	Meeting arrangements permit spread of COVID	M	H	Consider virtual meetings during periods of increased local infection rates; encourage the wearing of masks at meetings; ensure social distancing and adequate ventilation; provide hand sanitiser	Clerk	New normal procedures
	Meeting minutes are inaccurate or illegal	L	M	Ensure all Actions properly minuted Review for accuracy at following meeting	Clerk	Standard agenda item
	Minutes are not published as required in Transparency Code	L	M	Ensure meeting minutes (whether draft or approved) are published on-line within 1 month of date of meeting	Clerk	Standard work instruction

Reviewed and adopted on: 21st October 2021

Note: Risk assessment must be reviewed and adopted by Parish Council annually during the financial year and before 31st March.

Inskip – with – Sowerby Parish Council
Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Legal Powers	Illegal activity or payment	L	M	Educate Council as to their legal powers	Clerk	As required
Members interests	Conflict of interest	M	L	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate	Chair	

Parish Council Records and Documentation

Topic	Risk Identified	Likelihood H/M/L	Impact H/M/L	Management of Risk	Resp.	Status update
Council Records (Paper)	Risk of loss through theft, fire, damage	L	H	Recent records are held on open shelves in the Parish Office at the home of the Parish Clerk and key records are held in a small fire-proof safe at the same location. Where appropriate, electronic copies are also retained. Older more historical records are retained in the Parish Archive – a metal filing cabinet stored at the premises of a Parish Councillor. See table below for details. The Parish Council decided (June'18) that Parish Council meeting minutes should be retained locally rather than being transferred to the LCC archives.	Clerk	Parish Records retention reviewed by Clerk 10/21
Council Records Electronic	Loss through: Theft, fire, damage, corruption of computer	L	H	The Parish Council's electronic records are stored on the Parish Clerk's computer in the Parish Office, which is password protected and is physically secured with a Kensington lock. Back-ups of the files are taken at regular intervals, stored on a memory stick (one copy held in the Office, another copy held in an outhouse.	Clerk	Standard work instruction
Freedom of Information	Members of public requests under freedom of information legislation	L	M	Review method of dealing with any request for information. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work.	Cllr	
Data Protection	Fails to meet legal requirements	M	M	Ensure GDPR training received and Parish Clerk work instruction revised	Clerk	GDPR training rec'd 05/18 and work instruction updated

Parish Council Assets

Topic	Risk Identified	Likelihood H/M/L	Impact H/M/L	Management of Risk	Resp.	Status update
Assets	Loss, Damage etc.	M	M	Annual inspection, update insurance and asset registers	Cllr	
	Risk or damage to third party property or individuals	L	M	Review adequacy of Public Liability Insurance	Clerk	Insurance cover confirmed for 2021/22

Reviewed and adopted on: 21st October 2021

Note: Risk assessment must be reviewed and adopted by Parish Council annually during the financial year and before 31st March.

Inskip – with – Sowerby Parish Council
Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Financial						
Topic	Risk Identified	Likelihood H/M/L	Impact H/M/L	Management of Risk	Resp.	Status update
Precept	Not submitted	L	H	Budget and precept discussion November, final decision and RFO submission January	Clerk	
	Not paid by DC	L	H	Confirm receipt	Clerk	Receipt confirmed for 2021/22
	Adequacy of precept	L	H	Half-yearly review of budget to actual	Clerk	
Other income	Cash banking	L	L	Check to bank statements. Regular bank reconciliations	Clerk	Standard work instruction Internal Auditor to verify annually
	Rental Income	L	L	Maintain list of rental income due and issue invoices if required in July	Clerk	Next Bowling Club rental due Jul'23; YIPS – Jul'24
Grants	Claims procedure	L	L	Clerk/RFO check as required	Clerk	See Carrs Green report
	Receipt of grant when due	L	L	Clerk/RFO check as required	Clerk	See Carrs Green report
Salaries	Wrong salary/hours/rate paid	L	L	Check salary to minute, check hours and rate to contract	Cllrs	Members verify monthly
	Wrong deductions – NI and Income tax	L	L	Check to PAYE Calculations	Cllrs	Members verify monthly
Direct Costs	Goods not supplied to Council	L	M	Follow up on all orders	Clerk	Standard procedure
	Invoice incorrectly calculated or recorded	L	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Clerk	Standard procedure
VAT	Claimed within time limits	L	M	Schedule VAT claim for end February	Clerk	Standard work instruction
Reserves – General	Adequacy	L	H	Consider at Budget setting	Cllr	
	Bus Service – unplanned expenditure	L	M	Consider at Budget setting	Cllr	
	Carrs Green – unplanned expenditure	H	M	Consider at Budget setting	Cllr	
	Other – unplanned expenditure	L	L	Consider at Budget setting	Cllr	
Loss	Consequential loss due to critical damage or third party performance	L	L	Review adequacy of Insurance cover	Clerk	Insurance cover confirmed for 2021/22
Financial Records	Inadequate records	L	M	RFO/clerk to maintain regularly + internal audit review	Clerk	Standard work instruction / Internal Auditor review

Reviewed and adopted on: 21st October 2021

Note: Risk assessment must be reviewed and adopted by Parish Council annually during the financial year and before 31st March.

Inskip – with – Sowerby Parish Council
Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Parish Council Records				
Subject	Record Description	Location of Paper Copy	Location of Electronic Copy	Outstanding Actions
Carr House Green Common	Land Register entry	Fireproof Safe	Documents\Carrs Green\Title Documents	No action required
	Title Deeds	Fireproof Safe	Documents\Carrs Green\Title Documents	No action required
	conveyance and other historical documents	Fireproof Safe	Documents\Carrs Green\Title Documents	No action required
	ENW Deed of Grant	Fireproof Safe		No action required
	National Grid (ex. British Gas) Lupton to Warburton deed documents	Fireproof Safe		No action required
	Register of common land	Fireproof Safe	Documents\Carrs Green\Management	No action required
Land at Manor Road	Lease from Wyre Council	Fireproof Safe		No action required
	Sub-lease to YIPS	Fireproof Safe		No action required
	Sub-lease to Bowling Club	Fireproof Safe		No action required
Parish Council	Meeting Minutes prior to 2015	Parish Archive		No action required
	Meeting Minutes from 2015	Parish Office		No action required
	Meeting Minutes from April 2012	Parish Office	Documents\PC Meetings	No action required
	Insurance Schedule	Parish Office	Documents\Financial\Insurance	No action required
	PAYE	Parish Office	C:\Users\Parish Clerk\AppData\Roaming\HMRC\payetools-rti	Manual action required to backup
	Accounts	Parish Office	Documents\Financial	No action required
	Invoices and Receipts	Parish Office		No action required
Cheque Books and Bank Statements	Parish Office		No action required	
Knowles Charity	Charity Commission - trust schedule	Fireproof safe	Photocopy in parish office	Scan document
	Cheque Books and Statements	Parish Office		No action required

Reviewed and adopted on: 21st October 2021

Note: Risk assessment must be reviewed and adopted by Parish Council annually during the financial year and before 31st March.