

WHEATLEY HILL PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT STRATEGY

| Area | Risk Identified | Level H/M/ L | Management of the risks |
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| Assets | Protection of physical assets | M | Buildings insured. Value increased annually by RPI. Valuation of Heritage Centre and Cemetery Bungalow needs to be undertaken. |
| | Security of buildings and equipment | H | Heritage Centre is alarmed and all equipment and contents are insured. |
| | Maintenance of buildings | M | Buildings regularly inspected and maintained as and when needed. |
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| Precept | Not submitted | L | Precept presented to Council and recorded in the minutes. RFO to submit to Durham County Council |
| | Not Paid by Durham County Council | L | RFO to check receipt of precept |
| | Adequacy of Precept | H | Monthly review of budget to actual spend |
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| Cemetery | Grave Allocation | M | Burial Register kept up to date |
| | Banking of fees | H | All fees regularly banked by Head Groundsperson |
| | Memorial Fees | L | Reviewed annually by Council and recorded in the minutes |
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| Allotments | Payment of annual allotment rent | L | Rent letter issued annually by Clerk to tenant |
| | Receipt of annual rent | L | Clerk to issue a receipt to tenant for annual rent |
| | Banking of fees received | M | Clerk to bank all fees received and record appropriately |
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| Salaries | Wrong Salary Paid | M | RFO to provide all pay scales and pay awards to JAC's Accountancy Ltd the Parish Councils payroll provider |
| | | M | RFO to check payslip provided by JAC's Accountancy before any payment made |
| | Wrong deductions NI/PAYE/Pension | M | All deductions calculated by JAC's Accountancy the Parish Councils payroll provider |
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| Councillors Allowances | Councillor overpaid | M | RFO to check payslip provided by JAC's Accountancy before any payment made |
| | | M | All deductions calculated by JAC's Accountancy the Parish Councils payroll provider |
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| Section 137 Grants | Power to pay | L | Minute to state under which power it is being paid under |
| | Agreement of Council to pay | L | All requests to be considered by Full Council and decision recorded in the minutes |
| | Payment | L | Cheque to be signed by 2 Members and the Clerk Clerk to pay via internet banking |
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| Cash | Loss through theft or dishonesty | M | Insurance cover to ensure adequacy of Fidelity guarantee insurance |

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| Finance | Banking | M | All banking is with the Co-Operative bank. Deposits are made by the Clerk and Head Groundsperson Payments are made by the Clerk either by cheque or internet banking |
| | Risk of consequential loss of income | M | Insurance cover. |
| | Loss of cash through theft or dishonesty | H | Receipts issued for any monies received and recorded and banked. |
| | Financial controls and records | M | Monthly reconciliation prepared by the Clerk and presented to Full Council. Three signatories on cheques, two Members plus the Clerk. Internal and external audit carried out annually. |
| | Comply with Customs and Excise Regulations | H | VAT payments and claims calculated by Clerk. Internal audit provide an annual check |
| | Sound budgeting to underlie annual precept | M | Council receives a detailed draft budget in December of each year. The precept is derived directly from what is required in the budget. Each month expenditure and income is checked against the budget and reported to Full Council |
| | Complying with borrowing restrictions | L | Not applicable |
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| Liability | Risk to third party, property or individuals | M | Insurance in place. Cemetery regularly inspected and action taken immediately to rectify any issues |
| | Legal liability as consequence of asset ownership | H | Insurance in place. Yearly inspection by ROSPA of playing fields |
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| Employer Liability | Comply with Employment Law | M | Parish Council is member of various national and regional bodies including North East Regional Employees Organisation and County Durham |

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| | | | Association of Local Councils |
| | Comply with Inland Revenue requirements | M | Internal and external audit carried out annually |
| | Safety of staff and visitors | M | Appropriate insurance in place. Health and safety policy at work in place |
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| Legal Powers | Ensuring activities are within legal powers | H | Clerk advises Members on the legality of issues at meetings and external legal advice is sought as and when required |
| | Proper and timely reporting via the Minutes | M | Council meets once a month and receives and approves Minutes of meetings held in the interim. Minutes are available to view and print from the Parish Councils website, a hard copy can be inspected in the Heritage Centre. Hard copies are available on request and can also be viewed by appointment with the Clerk. |
| | Proper document control | M | Original leases and legal documents held and stored by the Clerk. Information held to comply with General Data Protection Regulations, Data Protection Act and Freedom of Information Act |
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| Councillors Interests | Conflict of Interests. | H | Register of interest completed and kept up to date |