

WALDRINGFIELD PARISH RISK ANALYSIS

<i>Source;</i> JEP	<i>Doc</i> Parish Risk Analysis
<i>Approved;</i> Approved by PC Meeting 8 February 2011	<i>Issue</i> 1
<i>Distribution;</i> All Parish Councillors.	<i>Date</i> 10 th September 2010

Introduction: Current audit procedures require that the Parish shows due process in mitigating (managing) risk, with respect to assets, finance and personnel. As part of this audit process the Parish Risk Analysis document should be reviewed annually alongside the Asset Register and Insurance Valuation document.

Insurance Based Risk

IDENTIFIED RISK	CONTROL	AUDIT ASSURANCE
Protection of physical assets (buildings, furniture, equipment etc)	a. Loss or damage/ All Risks cover b. Timely maintenance of assets	a. Annual review of asset register linked to Insurance cover review. b. Maintenance contracts.
Damage to 3 rd party property or individuals as a result of council actions/services	Public liability cover	Annual review of risk and adequacy of cover. Robust insurance provider
Consequential loss of income or need to provide essential services following critical damage loss or non-performance by a third party	Consequential Loss cover	Annual review of risk and adequacy of cover. Robust insurance provider
Loss of cash through theft or dishonesty	Fidelity guarantee cover. Petty cash system not operated.	Annual review of risk and adequacy of cover. Robust insurance provider
Legal liability as a consequence of asset ownership	Public liability cover	Annual review of risk and adequacy of cover. Robust insurance provider

Using third parties to manage risk.

IDENTIFIED RISK	CONTROL	AUDIT ASSURANCE
Security/safety of Playing Field play equipment, etc.	Regular safety inspection by Handyman. Annual inspection by RoSPA /SCDC	Appropriate reports and recording of inspections
Contracted-out services.	By contract or similar arrangement. Contractors have appropriate indemnity.	Regular review and contract meetings.

WALDRINGFIELD PARISH RISK ANALYSIS

Self Managed risk.

IDENTIFIED RISK	CONTROL	AUDIT ASSURANCE
Failure to keep proper financial records	Adhere to NALC Financial Regulations. Follow approval process for any expenditure	Schedule and document periodic reviews of Finance Regs – normally at Annual Meeting of PC
Failure to ensure all business activities are within local council legal powers	Record in the minutes the expenditure is approved with S137 payments specifically identified	Expenditure subject to monthly budget review and approval by PC.
Compliance with employment law	Contract of employment signed by both parties.	Regular reviews
Compliance with Inland revenue regulations	Ensure Clerk is responsible for own tax/NHI Ensure Handyman is responsible for own tax/NHI	Annual review/Internal Audit. Annual review/Internal Audit
Compliance with Customs & Excise regulations (VAT)	Application for VAT refund.	Periodic claim and audit report at Annual Meeting.
Failure to ensure the adequacy of the annual precept	Preparation and adoption of annual budget	Annual budget review and approval by PC.
Failure to ensure the proper use of funds under section 137 or other specific powers	Regular review of payments by RFO and Chairman.	Annual audit and yearly review by internal auditor.
Failure to respond to electors exercising rights of inspection	Comply with Freedom of Information Act 2000.	Document all requests with timings.
Failure to report proper, timely and accurate council business	Ongoing review of Parish matters by Clerk and Chairman.	Report of matters at next relevant meeting.
Failure to meet timescales when responding to consultation requests	Ongoing review of Parish matters by Clerk and Chairman.	Report of matters at next relevant meeting.
Failure to exercise proper document control	Minutes/very important correspondence filing structures numerically synchronized.	Documented and master index.
Compliance with Code of Conduct rules	Comply with rules, regularly update Register of Interests, record declared Interests in meeting minutes.	Annual review of Register.
Failure of Parish computer system and / or loss of stored data	Regular data backups, copies held remotely. Provision of alternate computing facilities at Clerk and Chairman residence.	Monthly backup strategy. Backups held at Clerks residence, Chairman's residence .Reviewed as part of internal audit.

WALDRINGFIELD PARISH RISK ANALYSIS

IDENTIFIED RISK	CONTROL	AUDIT ASSURANCE
Loss of key personnel (e.g. Clerk or Chairman)	Clerk contract of employment (i.e. 1 month Notice of resignation), Vice-Chairman, plus two other persons familiar with systems.	Business as usual procedures documented and reviewed annually
Financial control and VAT recovery of Internet purchases on behalf of The Council made with private credit/debit cards	Limit expenditure and reimburse by cheque against invoice in compliance with normal PC finance procedures	Define addendum to Financial Regulations to cover Internet purchases and handling of VAT
Loss/corruption of financial information and/or theft of funds by 3 rd parties by obtaining user and password information by eavesdropping/spyware/Trojans etc	Adequate firewall precautions on Broadband/Dial-up links. Installation of approved Internet Security monitoring software on all computers used by the PC. – Automatic update to be enabled on PCs	Annual subscription to ensure latest threats are downloaded by automatic polling of security software website
Loss of paper records in Village Hall Office, Clerks residence (if used as office) by fire, theft or flood	Adequate fire safety and security audits on premises including fire detection/alarms where required. Adequate locks, no excess rubbish suitable furniture.	Yearly safety checks. Document results and follow up any notifications
Injury to staff/public in Village Hall, Clerks residence (if used as office).	Ensure safe entry/exit from premises. No obstacles, safe working environment. Operators to be aware of rules regarding exposures to VDU screens	Yearly safety checks. Document results and follow up any notifications

Doc. History: Issue 1 10/09/2010 Approved 8 February 2011