

BROADMAYNE PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT: March 2023 (V3)				
Topic	Risk Identified	H/M/L	Management of Risk	Control processes
Income				
Precept	Not submitted	L	Part of budget process.	Dorset Council sends a form in the autumn and chases non-return before the January deadline.
	Not paid by Dorset Council	L	Checked.	Annual calendar.
	Adequacy of precept	M	Detailed budget preparation. Monthly financial statement shows actual against budget.	Annual calendar.
Charges - Allotments	Rent demand	L	Monitored against schedule. Non-payment followed up as necessary.	Annual calendar.
	Handling and Banking	L	Payments requested to be made by cheque	Checked against schedule and banked immediately.
Rent income	Village Hall and playing field rents	L	Paid by Standing Order. (Pepper corn rent only.)	Annual clendar- check receipt against bank statement.
VAT				
VAT claim	Annual claim not submitted	L	Clerk to check form submitted	Annual calendar - annual task
VAT claimed	Annual claim not received	L	Paid direct into bank	Check bank statement and receipt of advice slip.
Interest on bank accounts	Non-receipt	L	Bank sends monthly statement for main deposit account; check on line for BRS account	Check bank statements.
Expenditure				
Salary for single employee				
	Wrong salary paid	M	Council minute after annual appraisal	Verified by Members signing cheques for payment from supporting evidence on quarterly basis.
	Wrong hours paid	M	Council minute after annual appraisal	Verified by Members from records kept.
	Wrong deductions - NI	L	Use of HMRC Basic PAYE package.	Verified by Members from records kept.
	Wrong deductions - Income Tax	L	Use of HMRC Basic PAYE package.	Verified by Members from records kept.
Direct Costs and overhead expenses				
	Goods not supplied	M	Order system	Approval check.
	Invoice incorrectly calculated	L	Check arithmetic	Approval check.
Current (cheque) account	Insufficient funds transferred to cover cheques presented	M	Clerk must ensure transfer of adequate funds before posting cheques	Action check list for raising of cheques.
	Powers to pay	M	Clerk checks before grant made	Powers listed and Members verify.

	Agreement of Council to pay	L	Minute	All amounts for payment are listed for approval on monthly financial statement and minuted. List of all payments with minutes provided to internal auditor
	Cheque payments incorrectly made	M	Approval voucher is made out by clerk, and signed by 2 councillors. Dual cheque signatories neither of which is the Clerk. Cheque stub also signed by same 2 councillors.	Members verify.
Other matters				
Reserves - earmarked	Adequate	L	Considered at time of agreeing annual accounts	RFO's report to Council in support of annual accounts.
Assets	Loss, damage, deterioration in condition	M	The nature of the assets, village seats, etc means that it would be dealt with as it arises. Listed on asset register. Insured and amount reviewed.	Members verify asset register annually. Clerk has photographs of all seats, war memorial, millennium stone and equipment owned.
Third parties	Risk or damage to third party property or individuals.	M	Public liability insurance adequacy	Annual calendar.
Staff	Loss of Clerk	L	Amount held in reserves to cover Clerk's absence. Chairman and Vice-Chairman hold list of files.	Monthly calendar.
Data	Computer failure/loss of files through fire or theft	M	Data on PC laptop backed-up on external back-up drive and cloud.	Back up to external hard-drive on a monthly basis.
Personal data	Loss of personal data to third party e.g. through computer hacking	L	Only minimal personal data held. This relates to (a) Councillors and (b) allotment tenants and the allotment waiting list.	Councillor data is all available publicly via both the DC and Broadmayne websites. Allotment tenant data password protected.
	Loss of financial transaction book	L	Both a hard copy and an electronic version are held.	Back up to external hard-drive on a monthly basis.
Fraud	Fraud by Clerk	L	Fidelity Guarantee value	Annual calendar.
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Annual calendar.

Cash at bank and in hand	Loss through theft or fraud	L	Ensure adequacy of Fidelity guarantee insurance when insurance reviewed. Note that cash is not kept under normal circumstances	Every payment authorised at a Parish Council meeting. Most payments are by cheque which require two signatures (neither of which can be the clerk). Any direct debit payments also require dual authorisation.
Interest on bank accounts	Poor performance	L	Would be brought to the attention of the Council by the Clerk/RFO	Ongoing
Legal Powers	Illegal activity or payment	M	Clerk to check prior to or at time of Council's decision.	Ongoing
Financial Records	Inadequate records	L	Clerk always striving for improvements. There are 3 internal audits during year.	Each year, in February, a different Councillor reviews the financial records, processes and procedures with the Clerk
Minutes	Accurate and legal	L	Sent to all Councillors within week of monthly meeting. Confirmed and signed at following meeting.	On monthly Agenda.
Members' Interests	Failure to register/declare/seek dispensation in respect interests in accordance with the Code of Conduct	M	Members to be regularly reminded of the requirements of the Code of Conduct and of the need to complete new register of interest forms should circumstances change, and of the need to seek dispensations to speak, in writing, when necessary.	Annual calendar.
Audit	Failure to display required audit information on website	L	Part of annual audit process.	Annual calendar.
SID deployment	Safety of volunteers while moving the SIDs between sites		There is a separate risk assessment for this task.	
Community Speed Watch	Safety of volunteers while undertaking speed watch sessions		All sites assessed and signed off by the police	
Remembrance Sunday	Safety of marshalls stopping traffic		There is a separate risk assessment for this task.	
Chairman			Clerk/RFO	Date