



# **Bishop Monkton Parish Council**

## **Risk Assessment Management Policy**

This document has been produced to enable Bishop Monkton Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
<b>Finance</b>				
Budget/ Precept	<ul style="list-style-type: none"> <li>• Adequacy of precept in order for Council to carry out Statutory duties.</li> <li>• Ensures the Council has enough funds for expenses and projects.</li> <li>• Ensures the Council does not go over budget.</li> </ul>	L	<ul style="list-style-type: none"> <li>• An annual budget is produced before the precept is considered.</li> <li>• The Full Council receives a monthly budget report and budget monitoring allows the Council to estimate standing costs and costs of projects for the subsequent years.</li> <li>• The Council shall consider and agree the Precept demand annually at a Full Council meeting no later than January.</li> <li>• The RFO shall issue the precept to the unitary authority before the deadline and shall supply each member with a copy of the approved annual budget.</li> <li>• The Full Council is informed when the precept is received.</li> </ul>	Adequate control measures in place.
Financial Records	<ul style="list-style-type: none"> <li>• Inadequate records leading to financial irregularities</li> </ul>	L	<ul style="list-style-type: none"> <li>• The Financial Regulations are reviewed annually.</li> <li>• There are systems of internal control in place.</li> <li>• The Full Council reviews the financial systems as part of the Annual Governance and Accountability Return (AGAR).</li> <li>• The Internal Audit report is presented to a Full Council meeting.</li> <li>• All accounts are available for public inspection.</li> <li>• The RFO maintains proper records, overseen by Councillors who undertake regular checks in accordance with the Council's Statement of Internal Control including a Risk Management review, Internal Audit Review and Internal Control Check.</li> <li>• Payments are authorised by the Full Council and recorded in the minutes of that meeting.</li> <li>• The Council has a prudent approach to its financial management and ensures it has sufficient reserves to meet any known risk.</li> </ul>	Adequate control measures in place.
Grants/Donations	<ul style="list-style-type: none"> <li>• Failure to manage and account for grant income.</li> </ul>	L	<ul style="list-style-type: none"> <li>• The Council applies for grants when required and receives donations. Any payments received are recorded and reported to Full Council.</li> <li>• Payments received are allocated to the budget and monitored.</li> </ul>	Adequate control measures in place.

			<ul style="list-style-type: none"> <li>• Payments are received directly to the bank via transfer.</li> <li>• Grant income is accounted for separately and in line with the requirements of the grant provider. All associated paperwork is in the finance file.</li> </ul>	
Invoice payments	<ul style="list-style-type: none"> <li>• Incorrect payment. Payment made of goods/services not received or authorised</li> </ul>	M	<ul style="list-style-type: none"> <li>• All invoices are paid after the service or goods have been received unless terms state otherwise on the invoice.</li> <li>• The Clerk verifies all invoices received for accuracy and ensures all information is entered in the cashbook.</li> <li>• Invoices are allocated to purchase orders where necessary.</li> <li>• Regular payments are submitted at the Annual Meeting of the Parish Council held in May for approval. (These include direct debit payments)</li> <li>• A schedule of all payments is prepared by the RFO and presented to the Full Council for approval.</li> <li>• The approved schedule is signed by the Chairman.</li> <li>• Wherever possible, payments will be made using online banking.</li> <li>• 2 signatories are required to approve a payment.</li> <li>• Where a payment is to be made by cheque, the cheque will be signed by two authorised Councillors who shall also initial the counterfoil and invoice.</li> <li>• Where payments are required in between meetings, the Clerk will use delegated powers in line with the financial regulations or delegated powers approved at a Full Council.</li> </ul>	Adequate control measures in place.
Annual return (to external auditors)	<ul style="list-style-type: none"> <li>• Submission within time limits to avoid financial penalties</li> </ul>	L	<ul style="list-style-type: none"> <li>• The AGAR is prepared by the Clerk and then sent to the internal auditor for completion and signing.</li> <li>• Figures for the Annual return is presented to Council for approval and signing by the stated deadline.</li> <li>• The Clerk follows the guidelines for preparing the AGAR and submits and published all paperwork by the stated deadline.</li> </ul>	<b>Clerk and Council to follow new procedures for 2024-2025 AGAR to ensure paperwork is submitted on time.</b>
Bank and banking	<ul style="list-style-type: none"> <li>• Inadequate checks/ bank mistakes</li> </ul>	L	<ul style="list-style-type: none"> <li>• The Financial Regulations set out the requirements for banking, cheques, online banking and reconciliation of accounts.</li> <li>• The bank accounts are reconciled monthly and presented to the Council quarterly.</li> </ul>	<b>The PC is currently opening a new bank account</b>

				<b>and funds will be transferred.</b>
Cash	<ul style="list-style-type: none"> <li>Loss/misappropriation of cash.</li> </ul>	L	<ul style="list-style-type: none"> <li>The Council does not handle cash on a daily basis. The only regular income is precept, bank interest and annual VAT return. All of these are paid directly into the Council's bank account.</li> </ul>	Adequate control measures in place.
Election costs	<ul style="list-style-type: none"> <li>Financial risk to the council of an election</li> </ul>	L	<ul style="list-style-type: none"> <li>An earmarked financial reserve is held in the budget to cater for an election if necessary</li> </ul>	Adequate control measures in place
Reporting and Auditing	<ul style="list-style-type: none"> <li>Communication of information</li> </ul>	L	<ul style="list-style-type: none"> <li>Financial matters are a standing item on the Agenda of the Full Council meeting.</li> <li>Appointed Cllrs carry out a check of all financial paperwork.</li> </ul>	Adequate control measures in place.
Best Value Accountability	<ul style="list-style-type: none"> <li>Work awarded incorrectly.</li> <li>Overspend on services</li> </ul>	L	<ul style="list-style-type: none"> <li>The Parish Councils procedure (as per Financial Regulations) is to seek 3 quotes for all work where possible.</li> <li>For major projects, competitive tendering process would be initiated (as per Financial Regulations)</li> <li>The Parish Council has a standing order in place for contract, which is mandatory. (See Council's Standing Orders on business).</li> </ul>	Adequate control measures in place.
VAT	<ul style="list-style-type: none"> <li>Unclaimed VAT refunds</li> <li>Compliance with HMRC regulations</li> <li>Unclaimed VAT refunds</li> </ul>	L	<ul style="list-style-type: none"> <li>A VAT claim is completed annually after year end. If the VAT amount increases, the Clerk will submit a claim more frequently.</li> <li>The refund from HMRC for reclaimed VAT is noted when received.</li> <li>VAT incurred is displayed in separate column in cash book.</li> </ul>	Adequate control measures in place.
<b>Insurance provision</b>				

Insurance	<ul style="list-style-type: none"> <li>Inadequate cover</li> </ul>	L	<ul style="list-style-type: none"> <li>An annual review is undertaken prior to the renewal of the insurance policy to ensure the cover meets the Council's needs.</li> <li>Public Liability, Employers Liability and Fidelity guarantee are all included.</li> <li>All Council members, employees and volunteers of the Council are covered under the Personal Accident section.</li> <li>The cost of the Council's insurance policy is included in its annual budget.</li> <li>Risk Management Review carried out by two councillors annually.</li> </ul>	Adequate control measures in place.
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Council Management				
Records	<ul style="list-style-type: none"> <li>Loss through theft, fire, damage or electronic corruption</li> </ul>	L	<ul style="list-style-type: none"> <li>Electronic documents are automatically backed up to OneDrive/memory stick and the Clerk backs up monthly on an external hard drive.</li> <li>Paper documents are kept in a secure place at Clerks home.</li> <li>The Council has agreed a retention of document and information policy which is reviewed annually.</li> </ul>	Adequate control measures in place.
Policies	<ul style="list-style-type: none"> <li>Ensuring that the Council's policies and standard documents are up to date and meet best practice guidelines.</li> </ul>	L	<ul style="list-style-type: none"> <li>The Council uses an appropriate insurance provider, who specialises in providing cover to Local Councils.</li> <li>The Council responds to issues raised through the Internal Audit.</li> <li>The Council is a member of YLCA, SLCC and uses their templates as a basis for its documents.</li> <li>The Clerk ensures that relevant policies are drafted and put to Council for adoption.</li> <li>The Council reviews all policies and documents annually or when required.</li> <li>The Clerk advises the Council as to whether proposed actions are within adopted policies.</li> <li>Documents are displayed on the Council's website.</li> </ul>	Adequate control measures in place.

Agendas/ Minutes	<ul style="list-style-type: none"> <li>Destroyed or lost / mismanagement by Clerk</li> </ul>	L	<ul style="list-style-type: none"> <li>Signed copies are kept in a secure place.</li> <li>Electronic copies are stored on the Council's website and OneDrive.</li> <li>Minutes are numbered and dated.</li> <li>Minutes are approved by the Council at the following meeting, signed by the Chairman of that meeting who also initials each page.</li> <li>Draft minutes are published on the website no later than 4 weeks.</li> <li>Agendas and notices are produced and displayed in the prescribed manner and adhere to legal requirements.</li> </ul>	Adequate control measures in place.
Meetings management	<ul style="list-style-type: none"> <li>Potential for illegal activity</li> </ul>	L	<ul style="list-style-type: none"> <li>The Clerk has completed relevant training.</li> <li>The Chairman and Councillors are advised of and encouraged to take advantage of training opportunities provided by YLCA and other institutions.</li> <li>The Council is kept updated on new procedural legislation by the Clerk.</li> <li>Standing Orders exist and are regularly reviewed to ensure all items are managed correctly.</li> <li>Council has access to support and information via YLCA.</li> <li>The PC ensures that all activity and payments are within the powers of the Council and resolved and minuted at Full Council meetings.</li> </ul>	Adequate control measures in place.

			<ul style="list-style-type: none"> <li>It is only the Clerk who has emergency powers to take decisions or incur expenditure between meetings of the Council.</li> </ul>	
Meeting location	<ul style="list-style-type: none"> <li>Satisfactory health and safety of meetings / availability of venue.</li> </ul>	L	<ul style="list-style-type: none"> <li>Parish Council meetings are held in the Church and village hall across the parish.</li> <li>The premises and facilities are kept in good order and are considered more than adequate for this purpose from a Health C Safety and comfort perspective.</li> <li>Annual timetables for meetings are agreed and published at the end of each calendar year. The schedule is confirmed with the booking's secretary of each venue.</li> </ul>	Adequate control measures in place.
Social Media	<ul style="list-style-type: none"> <li>Disruption/negativity</li> </ul>	L	<ul style="list-style-type: none"> <li>The Clerk has full responsibility of the social media account, and a policy has been adopted.</li> </ul>	Adequate control measures in place.

Website	<ul style="list-style-type: none"> <li>Disruption to site C</li> <li>Lack of information on site.</li> </ul>	L	<ul style="list-style-type: none"> <li>The website is hosted by a professional company.</li> <li>Clerk keeps copies of all information posted on site.</li> <li>The Clerk undertakes to post relevant information on the Council's website in a timely manner.</li> </ul>	Adequate control measures in place.
Computer security	<ul style="list-style-type: none"> <li>Unauthorised access</li> </ul>	L	<ul style="list-style-type: none"> <li>All computers are password protected and copy of password is in safe place.</li> </ul>	Adequate control measures in place.

### Asset Management

Assets including benches, electrical equipment, troughs, clock	<ul style="list-style-type: none"> <li>Poor performance of assets</li> </ul>	L	<ul style="list-style-type: none"> <li>All assets owned by Parish Council are regularly checked.</li> <li>All repairs and relevant expenditure authorised in accordance with correct procedures.</li> <li>All assets are insured and reviewed annually.</li> <li>Public Liability insurance is in place.</li> <li>Inspections/services and tests are carried out when required including PAT testing, the Clock annual service.</li> <li>The Clerk has delegated powers for specific expenditure including emergency repairs as stated in the Financial Regulations.</li> </ul>	Adequate control measures in place.
Asset register	<ul style="list-style-type: none"> <li>Loss or damage.</li> <li>Risk damage to third party</li> </ul>	L	<ul style="list-style-type: none"> <li>An annual review of assets is undertaken for both insurance provision and external audit requirements.</li> </ul>	Adequate control measures in place

### Legal Liability

Legal powers	<ul style="list-style-type: none"> <li>Illegal activity and/or payments</li> </ul>	L	<ul style="list-style-type: none"> <li>All actions of the Parish Council are noted in Minutes presented to all members.</li> <li>All resolutions for payment are resolved at meetings.</li> <li>The Powers of the Council for actions/projects are noted by the Clerk.</li> </ul>	Adequate control measures in place.
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Freedom of information provision	<ul style="list-style-type: none"> <li>• Non-compliance with Freedom of Information Act statutory requirements</li> <li>• Not responding to requests for information in a timely manner or failing to meet the requirements of the Freedom of Information Act C</li> <li>• Failure to meet the requirements of the Transparency Code for Smaller Authorities.</li> </ul>	L	<ul style="list-style-type: none"> <li>• The Council has a Publication scheme available on the website and a hard copy from the Clerk.</li> <li>• There is a Freedom of Information Request Policy</li> <li>• The Council can request a fee for any information requested to cover the cost of consumables or the Clerk's time.</li> <li>• The Clerk is experienced in dealing with requests made under the Freedom of Information Act.</li> <li>• Information (e.g., re. audit) is published in accordance with statutory guidance.</li> <li>• The Clerk shall post relevant information on the Council's website in a timely manner.</li> </ul>	Adequate control measures in place.
Data protection	<ul style="list-style-type: none"> <li>• Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller</li> </ul>	L	<ul style="list-style-type: none"> <li>• Clerk/RFO and members undertaken training.</li> <li>• Council registered with ICO as a Data Controller</li> <li>• Data/information audit complete and reviewed regularly.</li> <li>• Privacy notices available on website</li> <li>• Retention and disposal policy adopted.</li> <li>• Security Incident Procedure/policy in place</li> <li>• The Council follows the relevant adopted policies on this matter.</li> <li>• Staff and Councillors attend training on the subject to ensure the correct procedures are being followed.</li> </ul>	Adequate control measures in place.
Health and Safety	<ul style="list-style-type: none"> <li>• Injury to staff in the working environment</li> <li>• Injury to councillors</li> </ul>	M	<ul style="list-style-type: none"> <li>• There is provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles.</li> <li>• Risk assessments are carried out including lone working, fire, relevant equipment and events.</li> <li>• PC to prepare a Health and Safety Policy.</li> </ul>	<b>Prepare Health and Safety Policy</b>

**Council members/ Volunteers**

Councillors	<ul style="list-style-type: none"> <li>• Unauthorised use of funds.</li> <li>• Use of funds without declaring an interest.</li> </ul>	L	<ul style="list-style-type: none"> <li>• No expenditure can take place without authorisation of the full Council.</li> <li>• Declaration of interest is a standing item on all agendas and all Councillors complete and sign a Register of Interests.</li> <li>• Two signatures are required for payments.</li> <li>• Councillors follow the Code of Conduct.</li> </ul>	Adequate control measures in place.
Members interests	<ul style="list-style-type: none"> <li>• Complaints about decisions because of members' interests. Sanctions against members who fail to declare, or incorrectly declare interests.</li> <li>• Conflicts of interest.</li> </ul>	L	<ul style="list-style-type: none"> <li>• Members complete a register of interests and are encouraged to ensure that this remains up to date. Registers are displayed on the Council's website.</li> <li>• Each meeting contains an item re. 'Declarations of Interest and Requests for Dispensations' and the Chairman asks all members present to declare an interest if appropriate</li> <li>• If an interest is declared this is recorded in the minutes of the relevant meeting.</li> </ul>	Adequate control measures in place
Volunteers (Grasscutting, general maintenance, etc)	<ul style="list-style-type: none"> <li>• Injury</li> </ul>	M	<ul style="list-style-type: none"> <li>• Individual Risk Assessments are completed when required.</li> <li>• Correct equipment and suitable clothing/safety protection is used</li> <li>• Avoid working close proximity to the highway. If working near the highway, high visibility clothing and warning signs are used.</li> <li>• Equipment checked regularly</li> <li>• No heavy objects to be moved unless necessary</li> </ul>	Adequate control measures in place.
<b>Employment issues</b>				
Employees	<ul style="list-style-type: none"> <li>• Loss or absence of Clerk/RFO.</li> <li>• Fraud by Clerk</li> <li>• Actions undertaken by Clerk</li> </ul>	M	<ul style="list-style-type: none"> <li>• Recruitment would take place as soon as the member of staff gives notice.</li> <li>• Financial systems for authorising expenditure, reducing cash transactions and control of the bank account all contribute to a system which minimises the risk of fraud.</li> <li>• Monthly bank reconciliations provide further assurance and protection.</li> <li>• There is Fidelity insurance in place.</li> <li>• Regular checks and internal controls on financial activity.</li> </ul>	Adequate control measures in place.

			<ul style="list-style-type: none"> <li>Staff are employed under the terms of a version of the Model Contract agreed by NALC and YLCA. These organisations will offer assistance with employment issues.</li> </ul>	
Employee insurance	<ul style="list-style-type: none"> <li>Potential claims/Fraud</li> </ul>		<ul style="list-style-type: none"> <li>Fidelity Guarantee and Employee Liability insurance in place</li> </ul>	Adequate control measures in place.
Working conditions	<ul style="list-style-type: none"> <li>Council non-compliant with contractual obligations; leading to discontented workforce.</li> </ul>		<ul style="list-style-type: none"> <li>There are regular reviews of staff performance and working relationship with the Council</li> </ul>	Adequate control measures in place.
Working hours	<ul style="list-style-type: none"> <li>Correct payment of wages</li> </ul>	L	<ul style="list-style-type: none"> <li>Line manager is responsible for monitoring of hours worked</li> <li>Time sheets are used</li> </ul>	Adequate control measures in place.
Wages and associated costs	<ul style="list-style-type: none"> <li>Salaries paid incorrectly</li> <li>Incorrect HMRC NI and PAYE payments</li> <li>Non-compliance with HMRC regulations leading to financial penalties</li> <li>Over payment of wages for hours worked</li> </ul>	L	<ul style="list-style-type: none"> <li>The Council authorises the employment of all employees.</li> <li>Salary rates are reviewed annually following annual appraisals and authorised by the Council.</li> <li>A bookkeeper provides a managed payroll service and deals with all NI, Taxation and pension matters.</li> <li>Salaries are paid monthly in arrears.</li> <li>This salary is based on an agreed number of hours per week.</li> <li>The Internal Auditor conducts a full check of expenses at the end of each financial year</li> <li>Salary payments included in monthly invoices listed for payment checked by designated Councillor.</li> <li>HMRC payments are made quarterly and included in schedule of payments.</li> <li>The Employers Annual Return to HMRC is completed and submitted online by the bookkeeper within the required HMRC time limits.</li> <li>Council/Line Manager has responsibility for monitoring of hours worked for all employees.</li> <li>Time sheets submitted by all staff.</li> <li>Bookkeeper prepares the amount that should be paid into the pension</li> </ul>	Adequate control measures in place.

			and the Clerk prepares the payment and submits the monthly report to	
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			WYPF.	
Staff performance	<ul style="list-style-type: none"> <li>Staff not carrying our duties</li> </ul>	L	<ul style="list-style-type: none"> <li>Regular reviews/appraisals carried out as per the Appraisal policy</li> <li>Good working relationship with the council</li> </ul>	Adequate control measures in place.

Adopted by Bishop Monkton Parish Council on: 23<sup>rd</sup> October 2024

Next Review Date: May 2026

