

Broadhempston Parish Council

MANAGEMENT RISK ASSESSMENT

Area	Risk(s) identified	Risk level H/ M/ L	Potential impact H/ M/ L	Management/ control of risk	Review/ action required
Assets					
Land and buildings: Kings Close Field Headlands Small playing field Sports pavilion Storage building Village Hall Community Orchard Allotments	Protection of physical assets	M	H	Public liability insurance in place. Insurance policy reviewed annually. Regular liaison with Community Trust.	Maintain existing procedures.
Maintenance of above assets	Inadequate maintenance of assets etc	L	L	Risk assessments undertaken to identify risk and maintenance issues. Annual inspection of village assets.	Maintain existing procedures.
Other assets	Damage to or theft of assets.	L	L	All insured against damage or theft. Monthly inspection of play equipment and annual RoSPA inspection.	Maintain existing procedures and insurance.
Insurance	Inadequate cover or over insurance, increasing costs unnecessarily.	L	H	Annual review of insurance. Annual review of assets.	Maintain existing procedures.
Finance					

Precept	Overspend of operational budget and/ or inaccurate setting of precept level resulting in impact on reserves.	L	H	Budget and precepts considered by Council every year. Sound budgetary control. Expenditure against budget considered monthly by the Council.	Maintain existing procedures.
Bank and banking	Bank errors and/ or inadequate checks leading to financial irregularities.	L	M	Monthly bank reconciliation undertaken by the clerk.	Maintain existing procedures.
Financial controls and records	Inadequate records leading to financial irregularities.	L	M	Internal and external audit presented to the Council annually.	Maintain existing procedures.
Computer records	Loss of data through system error or theft.	L	H	All records held on OneDrive.	Maintain existing procedures.
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	L	L	Ensure adequate reserves. Ensure adequate insurance cover.	Maintain existing procedures. Continue to build reserves.
Petty cash	Loss through theft or dishonesty.	M	H	No cash is held.	Maintain existing procedures.
Budget	Inadequate budget preparation leading to inability to fulfil obligations.	L	H	Budget prepared by clerk and considered by Council.	Maintain existing procedures.
Tenders	Best value not achieved.	L	M	Financial regulations to be followed.	Maintain existing procedures.

Payments	Goods not supplied but invoiced. Incorrect invoices. Invoices unpaid.	L	M	All invoices recorded and filed on receipt. Invoices checked for accuracy and for receipt of good and services. Councillors approve payments at each monthly meeting before payments are made on the following day.	Maintain existing procedures.
Cheque books	Loss of cheques. Fraudulent use of cheques.	L	H	Cheque book held securely and only used in an emergency. Two signatures required for each cheque.	Maintain existing procedures.
Grants	Mismanagement of Grant Aid powers.	L	L	Formal applications only considered for Grant Aid funding by the council. Budget is adhered to.	Maintain existing procedures.
Salaries	Incorrect payments to staff (rates, NI, tax).	L	H	Payroll is administered by contracted payroll provider. Salary payments and PAYE payments are approved by the Council.	Maintain existing procedures.
Councillor allowances	Non-payment of tax.	L	L	Councillors do not receive allowances as a matter of course currently.	No action required.
Election costs	Inability to meet costs.	L	L	Annual provision in budget.	Move election costs to a reserve fund within the budget.
VAT	Failure to reclaim.	L	H	Financial regulations set out requirement. VAT claims are undertaken annually. Internal audit.	Maintain existing procedures.

Annual return	Inability to conduct year-end closure on time/ not submitted on time.	M	M	Arrange internal audit in good time.	Maintain existing procedures.
Liability					
Third parties	Risks to third parties, property, or individuals.	M	M	Public and products liability insurance in place. Insurance cover reviewed annually. Risk assessments undertaken of individual events.	Maintain existing procedures.
Staff	Compliance with employment law.	M	M	Employer liability insurance in place. Insurance cover reviewed annually.	Maintain existing procedures.
Legal	Conduct of Council business is ultra vires	M	L	Clerk to verify legal position for any new proposal. Legal advice sought where required.	Maintain existing procedures.
Administration					
Councillor propriety	Incomplete register of interests.	M	L	Regular reminder to Councillors.	Maintain existing procedures.
Councillor propriety	Failure to declare interests.	M	L	Regular reminder to Councillors.	Maintain existing procedures.
Reports and records	Improper and untimely reporting of meetings via the minutes.	M	M	Council to meet monthly to receive and approve minutes of meetings. Minutes are displayed on the Parish Council's website and on the parish notice board.	Maintain existing procedures.

Date protection legislation	Breach of data protection regulations.	M	H	<p>Privacy Notice published on Parish Council website.</p> <p>Data audit and disposal policy to be adopted.</p> <p>Ensure relevant consents are obtained.</p> <p>Policies and procedures in place to respond to any individual exercising their statutory rights.</p> <p>Policy to responding to and managing a personal data breach.</p> <p>All policies and procedures to be regularly reviewed.</p>	Maintain existing procedures.
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