



GISLINGHAM PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT POLICY

Topic	Risk Identified	Risk H/M/L	Management of Risk	Action	By Whom
Precept	Not Submitted Not paid by District Council Adequacy of precept	L	Full Minute – RFO follow up	Yearly	Clerk/RFO
		L	Confirm receipt	Yearly	Clerk
		H	Review of budget to actual	Quarterly	Parish Council
Other Income	Cash handling Cash banking Cemetery		No cash transactions occur		
	Allotments	L	The Council has no responsibility for the local cemetery Check allotment invoices for rent and water usage	Quarterly	Parish Council
Grants	Claims procedure Receipt of grant when due	L	Check as required	6 mthly	Clerk/RFO
		L	Check as required	6 mthly	Clerk/RFO
Salaries	Wrong salary and/or hours/rate paid Wrong deductions – NI and Income tax Self-employment status challenged	M	Check salary to minutes, check hours and rate to contract	Quarterly	Parish Council
		M	Check to PAYE calculations	Quarterly	Parish Council
		M	Agree with Inland Revenue self-employed status	Obtain letter from Inland Revenue and keep on file	Clerk/RFO
Direct Costs and overhead expenses	Goods not supplied to Council Invoice incorrectly calculated or recorded	M	Follow up on all orders	Monthly	Clerk/RFO and Parish Council
		L	Check arithmetic on invoices and perform bank reconciliations	Monthly	Clerk/RFO and Parish Council
	Cheque payable is excessive or to wrong party	M	Signatory initials Stub and Voucher	Monthly	Clerk/RFO and Parish Council
Grants and Support	No power to pay or no evidence of agreement of Council to pay Conditions agreed	L	Minute Council agreement with the power used to authorize payment	Monthly	Clerk/RFO and Council
		L		Monthly	

			Agree and document any reasonable conditions		Clerk/RFO
Election Costs	Invoice at agreed rate	L	Check and consider budget	Yearly	Clerk/RFO
VAT	VAT analysis	M	All items in cash book lists The Council is not registered for VAT Consider all items per cash book lists Agree return submitted	Yearly	Clerk/RFO
	Charged on sales	L		Yearly	Clerk/RFO
	Charged on purchases Claimed within time limits	M		Yearly	Clerk/RFO
Reserves – General	Adequacy	L	Consider at Budget setting	Yearly	Parish Council
Reserves - Earmarked	Adequacy	L	Consider at budget and review of final accounts	Yearly	Parish Council
	Unidentified Earmarked or Contingent liability	L	Review minutes	Monthly	Parish Council
Assets	Loss, damage etc	M	Annual inspection, update insurance and asset registers	Yearly	Clerk/RFO
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Yearly	Clerk/RFO
Staff	Loss of key personnel (Clerk/RFO)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	Monthly	Parish Council
	Fraud by staff	L	Fidelity Guarantee value set appropriately	Yearly	Parish Council
Loss	Consequential loss due to critical damage or third-party performance	L	Review adequacy of insurance cover	Yearly	Clerk/RFO
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Yearly	Clerk/RFO
Legal Powers	Illegal activity or payment	M	Educate Council as to their legal powers	Monthly	Clerk/RFO
Financial Records	Inadequate records	L	Check regularly plus internal audit review	Monthly	Parish Council
Minutes	Accurate and legal	L	Review at following meeting	Monthly	Parish Council
Member interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Monthly	Parish Council
Third Party Property and Individuals	Damage resulting from Parish Council providing services or amenities	M	Ensure any service, product or amenity is in accordance with requirements of Parish Council's insurers	Yearly	Parish Council
Libel and slander	Legal proceedings against the Parish Council	M	Review adequacy of insurance cover	Yearly	Clerk/RFO

Employment Law and Inland Revenue Protocols	Failure to meet regulations	M	Appropriate training for Clerk/RFO	Yearly	Clerk/RFO
Payments under GPC	Incorrect use	M	Appropriate training for Clerk/RFO Ensure payments are confirmed by appropriate power	Yearly	Clerk/RFO Parish Council
Freedom of Information	Multiple requests	M	Ensure Freedom of Information policy is in place	Yearly	Parish Council
Records and Documents	Data storage Data Breach SAR (subject access request)	M L L	Data held following Privacy Policy and GDPR Procedure Statutes for different records Monthly cleansing	Monthly	Clerk/RFO
Safeguarding	Procedure not followed	L	Appropriate training	Yearly	Clerk/RFO

Signed:



Chair

Approved by Gislingham Parish Council on 15th March 2021

Date of next review March 2022