



**BARDSEY CUM RIGTON PARISH COUNCIL**  
**Risk Assessment**

<b>Subject</b>	<b>Risk</b>	<b>High (H) Medium (M) Low (L) risk</b>	<b>Control Measures</b>	<b>Comments</b>
Precept	Adequacy of precept. Requirements not submitted in time. Amount not received	M	The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget. Clerk to ensure precept information submitted before deadline. The Council will be informed when the precept is received.	Adequate control measures in place.
Financial records	Inadequate records. Financial irregularities	M	Financial Regulations reviewed regularly and updated when required. Systems of internal control in place. Review of financial systems as part of Annual Governance and Accountability Return (AGAR). Internal Audit report presented to Parish Council meeting. All accounts available for public inspection. The RFO maintains proper records, overseen by Councillors who undertake regular checks in	Adequate control measures in place.

			<p>accordance with the Council's audit plan. (Audit spot checks)</p> <p>Payments are authorised by the Council at each ordinary meeting and recorded in the minutes of that meeting.</p> <p>The Council has established a system of internal control and set criteria for the appointed Councillors to work to. Two Councillors are appointed to undertake the internal control checks throughout the year as agreed in the Council's Policy.</p> <p>The Parish Council has a prudent approach to its financial management and ensures it has sufficient reserves to meet any known risk.</p>	
Banking	<p>Inadequate checks</p> <p>Misappropriation of funds</p>	M	<p>The Financial Regulations set out the requirements for banking, cheques, online banking and reconciliation of accounts.</p> <p>The bank accounts are reconciled monthly and presented to the Council quarterly.</p>	Further measures required.
Invoice payments	<p>Incorrect payment.</p> <p>Payment made of goods/services not received or authorised</p>	M	<p>All invoices are paid after the service or goods have been received.</p> <p>The Clerk verifies all invoices received for accuracy and ensures all information is entered in the cashbook.</p> <p>A schedule of all payments shall be prepared by the Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be signed by the Chair.</p> <p>Wherever possible, payments will be made using online banking. The following paragraphs set out the principles and procedures of operation of the online account with particular attention to the raising of</p>	Adequate control measures in place.

			<p>payment requests and their authorisation. The actual process of operating the online account will be the subject to the rules and security authorisation process of the agreed bank.</p> <p>A Councillor will make the payments online and a second councillor will authorise the payment.</p> <p>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.</p> <p>Where payments may be required in between meetings the Clerk will email copies of the invoices requiring payment to the authorised signatories before raising a payment.</p>	
Cash	Loss/misappropriation of cash.	L	<p>The Parish Council does not handle cash on a daily basis. The only regular income is precept, bank interest, rent and annual VAT return. All of these are paid directly into the Parish Council's bank account or via cheque which will be paid into the bank as soon as possible.</p>	Adequate control measures in place.
Grants	Failure to manage and account for grant income.	L	<p>Grant income is accounted for separately and in line with the requirements of the grant provider. All associated paperwork is in the finance file under income.</p>	Adequate control measures in place.
Salaries	<p>Salary paid incorrectly.</p> <p>Wrong deductions of NI or Tax.</p> <p>Unpaid Tax and NI contributions to IR.</p>	M	<p>The Parish Council authorises the employment of all employees.</p> <p>Salary rates are reviewed annually following annual appraisals. – and authorised by the Parish Council.</p> <p>Bradford Community Payroll provide a managed payroll service and deal with all NI and Taxation matters.</p> <p>Salaries are paid monthly in arrears.</p> <p>The salary is based on an agreed number of hours per week.</p>	Adequate control measures in place.

			<p>Each payment is included in the schedule of payments given at each meeting.</p> <p>The Internal Auditor conducts a full check of expenses payments at the end of each financial year.</p>	
Best Value Accountability	Work awarded incorrectly Overspend on services		<p>The Financial Regulations set out the requirements. Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.</p> <p>The Council has a standing order in place for contract, which is mandatory. (See Council's Standing Orders on business).</p>	Adequate control measures in place.
Employees	<p>Loss or absence of Clerk/RFO.</p> <p>Fraud by Clerk</p> <p>Actions undertaken by Clerk</p>	M	<p>Recruitment would take place as soon as the Clerk gives notice.</p> <p>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.</p> <p>Monthly bank reconciliations provide further assurance and protection.</p> <p>Fidelity insurance is in place.</p> <p>The Clerk is employed under the terms of a version of the Model Contract agreed by NALC and SLCC. These organisations will offer assistance with employment issues.</p>	Adequate control measures in place.

Councillors	Unauthorised use of funds. Use of funds without declaring an interest.	L	No expenditure can take place without authorisation of the full Parish Council apart from where members of the council, Clerk or committee members have been delegated to authorise amounts in the approved budget as stated in the Financial regulations. Declaration of interest is a standing item on all agendas and all Councillors complete and sign a Register of Interests. Two signatures are required for payments.	Adequate control measures in place.
Election costs	Additional costs of election not being budgeted	L	The Parish Council retains sufficient funds to cover election costs if incurred.	Adequate control measures in place.
VAT	Failure to account for or claim correctly	L	VAT is accounted for in the cashbook. Internal Audit includes a check on VAT accounting. VAT is reclaimed at annually after year end.	Adequate control measures in place.
Insurance	Inadequate cover	M	An annual review is undertaken prior to the renewal of the insurance policy to ensure the cover meets the Parish Council's needs. Public Liability, Employers Liability and Fidelity guarantee are all included. All Council members, employees and volunteers of the Parish Council are covered under the Personal Accident section. The cost of the Council's insurance policy is included in its annual budget.	Adequate control measures in place.
Policies	Ensuring that the Council's policies and standard documents are up to date and meet best practice guidelines.	L	The Council uses an appropriate insurance provider, who specialises in providing cover to Local Councils. The Council responds to issues raised through Internal Audit. The Council is a member of YLCA and uses their templates as a basis for its documents.	Adequate control measures in place.

			<p>The Clerk ensures that relevant policies are drafted and put to Council for adoption.</p> <p>The Council reviews all policies and documents at a meeting of the Council.</p> <p>The Clerk advises the Council as to whether proposed actions are within adopted policies.</p> <p>Documents are displayed on the Council's website.</p>	
Records	Loss through theft, fire, damage or electronic corruption / Loss of access to Council's records.	L	<p>Clerk backs up electronic documents to OneDrive.</p> <p>Documents are kept in a secure place (Clerk's home and the Village Hall).</p> <p>The Council has agreed a retention of documents and information policy which is reviewed annually.</p> <p>Documents are shared regularly with Councillors.</p>	Adequate control measures in place.
Minutes	Destroyed or lost / mismanagement by Clerk	L	<p>Signed copies are kept in a secure place (Clerk's home).</p> <p>Electronic copies are stored on the Council's website and back- ups are made of the Council's data.</p> <p>Minutes are numbered and dated.</p> <p>Minutes are approved by the Council at the following meeting and signed by the Chairman of that meeting.</p>	Adequate control measures in place.
Meetings management	Potential for illegal activity	L	<p>The Clerk has completed relevant training.</p> <p>The Chairman and Councillors are advised of and encouraged to take advantage of training opportunities provided by YLCA and other institutions.</p> <p>The Council is kept updated of new procedural legislation by the Clerk.</p> <p>Standing Orders exist and are regularly reviewed to ensure all items are managed correctly.</p> <p>Council has access to support and information via YLCA.</p>	Adequate control measures in place.

			Ensuring that all activity and payments within the powers of the Parish Council are resolved and minuted at Full Parish Council meetings. There is agreed emergency procedures for the Clerk/Council/Councillors to take decisions or incur expenditure between meetings of the Council as stated in the Standing Orders and Financial Regulations.	
Meeting location	Satisfactory health and safety of meetings / availability of venue.	L	Parish Council meetings are held in Bardsey Village Hall. The premises and facilities are kept in good order and are considered more than adequate for this purpose from a Health & Safety and comfort perspective. 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 the venue.	Adequate control measures in place.
Data Protection	Potential non-compliance with GDPR - 2018.	L	The Parish Council follow the Records Management Policy and Privacy policy	Adequate control measures in place.
Information publication	Not responding to requests for information in a timely manner or failing to meet the requirements of the Freedom of Information Act & Failure to meet the requirements of the Transparency Code for Smaller Authorities.	L	The Council can request a fee for any information requested to cover the cost of consumables or the Clerk's time. The Clerk is experienced in dealing with requests made under the Freedom of Information Act. Information (e.g. re. audit) is published in accordance with statutory guidance. The Clerk shall post relevant information on the Council's web site in a timely manner.	Adequate control measures in place.
Website	Disruption to site & Lack of information on site.	L	The website is hosted by a professional company. Clerk keeps copies of all information posted on site.	Adequate control measures in place.

			The Clerk/ Councillors post relevant information on the Council's website in a timely manner.	
Members interests	Complaints about decisions because of members' interests. Sanctions against members who fail to declare, or incorrectly declare interests. Conflicts of interest.	L	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. 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. If an interest is declared this is recorded in the minutes of the relevant meeting. A process for dealing with dispensations exists within the Council's Standing Orders. Advice on this subject is available from Leeds City Council's Monitoring Officer.	Adequate control measures in place.
Maintenance	Poor performance of assets or amenities. Risk to health and safety to the general public.	M	All assets owned by the Parish Council are regularly inspected, reviewed and maintained. All repairs and relevant expenditure relating to repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Adequate control measures in place.
Assets	Loss or damage Risk/damage to third party property	M	An annual review of assets is undertaken for insurance provision.	Adequate control measures in place.