

# Newington Parish Council

## Risk Assessment

**Reviewed at Parish Council Meeting 30<sup>th</sup> July 2019**

### Introduction

The greatest risk facing Newington Parish Council is not being able to deliver the services expected of the Council. The following key risks have been identified and internal controls put in place to ensure risk is minimised or where possible eliminated. This Risk Assessment has been prepared based on guidance in the 'Practitioners Guide'.

The Clerk to Newington Parish Council has been appointed as the Responsible Finance Officer – Mrs Wendy Licence

The Chair supports the Clerk.

Mr David Buckett has been appointed as the Internal Auditor 2019-20

Newington Parish Council adopted the Standing Orders on 25 September 2018

This document will be formally reviewed annually or at any such time as a new risk is identified.

Signed: *W Licence*

Date: 30 July 2019

Mrs W Licence, Responsible Finance Officer

## Insurance

Identified Risk	Risk Band (Prior)	Internal Controls	Risk Band (After)
Protection of physical assets owned by the Parish Council – loss or damage	Medium	<ul style="list-style-type: none"> <li>• Annual review and recording of the Asset Register for which the PC has responsibility is maintained by RFO.</li> <li>• Annual review of Insurance Policy by the Finance Working Group (FWG) &amp; approved at Full Council (FC)</li> <li>• Regular maintenance arrangements of physical assets.</li> <li>• Pavilion has Hazardous Materials COSH, fire detectors and alarms</li> <li>• Pavilion has a security system &amp; Security cameras fitted</li> <li>• Property Damage Insurance – Hiscox Insurance Policy No: 1891376</li> </ul>	Low
Damage to third party property as consequence of the council providing services/amenities to the public	Medium	<ul style="list-style-type: none"> <li>• Annual review of Insurance Policy by the FWG &amp; approved at FC</li> <li>• Public Liability Insurance – Hiscox Insurance Policy</li> </ul>	Medium
Harm to Councillors, volunteers or Staff as a result of undertaking their duties	Low	<ul style="list-style-type: none"> <li>• Lone working Policy and Insurance in place for the Clerk</li> <li>• Pavilion has Hazardous Materials COSH, fire detectors, alarms &amp; extinguishers</li> <li>• Exits are clearly marked</li> </ul>	Low
Harm to Contractors as a result of undertaking their work	Medium	<ul style="list-style-type: none"> <li>• Specifically the work of the Litter Pickers / Visual Inspection are limited to minimise risk / harm</li> <li>• Covered under the PCs insurance</li> </ul>	Low
Harm to third parties as consequence of the council providing services/amenities to the public	High	<ul style="list-style-type: none"> <li>• Public Liability Insurance – Hiscox Insurance Policy</li> <li>• Pavilion has fire detectors, alarms and fire extinguishers</li> <li>• Exits are clearly marked</li> <li>• Play Equipment; Adult Gym and Zip wire have ROSPA inspections and the report is reviewed and action taken on medium and high findings at FC</li> </ul>	Medium
Loss of cash through theft or dishonesty	Low	<ul style="list-style-type: none"> <li>• Annual review of Insurance Policy by the FWG &amp; approved at FC</li> <li>• Fidelity Guarantee – Hiscox Insurance Policy No: 1891376</li> <li>• Officials Indemnity Insurance – Hiscox Insurance Policy No: 1891376</li> <li>• See below for Financial Management Controls</li> </ul>	Low

## Finance Management Controls

Identified Risk	Risk Band (Prior)	Internal Controls	Risk Band (After)
Proper financial records in accordance with statutory requirements	Medium	<ul style="list-style-type: none"> <li>• Formal monitoring and Evaluation of all finance activity every Quarter by the FWG – inclusive of payments and receipts</li> <li>• Review of Administrative Procedures and Systems every year or at change of RFO.</li> <li>• Review of the effectiveness of the system of Internal Audit every year</li> <li>• Finance report by Clerk at Parish Council meetings.</li> <li>• Finance activities recorded in minutes.</li> <li>• Mid Year and End of Year Accounts issued and approved by FC</li> <li>• Bank Reconciliation, minimum 2 times per year.</li> <li>• Request bank statements Quarterly</li> <li>• Requesting the Precept in January based on Budgets approved by FC</li> </ul>	Low
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137.	Medium	<ul style="list-style-type: none"> <li>• Application of grants</li> <li>• Record of Grants received and monies spent accordingly after review by the FWG</li> <li>• Record of spend under Section 137 or Section 214 recorded in the minutes</li> </ul>	Low
Ensuring adequacy of the annual precept within sound budgeting arrangements	Medium	<ul style="list-style-type: none"> <li>• Detailed analysis of historic and projected spends prepared by the FWG and approved at FC</li> <li>• Allow for contingency expenditure</li> </ul>	Low
Ensuring all requirements are met under Customs and Excise regulations – particularly VAT	Low	<ul style="list-style-type: none"> <li>• Claim for VAT</li> <li>• Checked Quarterly by the FWG</li> </ul>	Low
Loss of cash through theft or dishonesty	Low	<ul style="list-style-type: none"> <li>• Quotations and Invoices are approved at either Amenities Committee or Cemetery Working Group and approved at FC</li> <li>• Cheques raised monthly by RFO, approved by all Councillors.</li> <li>• Issued cheques recorded in PC Minutes.</li> <li>• Cheques signed by two Councillors.</li> <li>• Bank Reconciliation prepared mid year and at end of year.</li> <li>• Ad-hoc analysis by RFO report back at PC meetings, checked/approved by Councillors.</li> </ul>	Low

## Procedures

Identified Risk	Risk Band (Prior)	Internal Controls	Risk Band (After)
Ensuring all business activities are within legal powers applicable of Parish Councils.	Low	<ul style="list-style-type: none"> <li>• Adoption of Code of Conduct</li> <li>• Adoption of Standing Orders.</li> <li>• Annual review of procedures</li> </ul>	Low
Ensuring that all requirements are met under employment law and Inland Revenue regulations	Low	<ul style="list-style-type: none"> <li>• Payment of Tax by Clerk</li> <li>• Clerks Salary – NALC agreed rate.</li> <li>• Annual review of Clerks Salary in line with NALC rates prepared by the HR Working Group &amp; ratified by FC</li> <li>• Tax code notified by Inland Revenue. Payments checked and agreed by Councillors.</li> <li>• DCK Accounting Solutions Ltd</li> <li>• NEST system of Pensions Payment, authorised by Councillors</li> </ul>	Low
Maintenance of amenities and equipment <ul style="list-style-type: none"> <li>• Play area equipment</li> <li>• Adult Gym</li> <li>• Zip Wire</li> <li>• Recreation ground</li> <li>• Pavilion</li> <li>• Trees</li> <li>• Cemetery &amp; Churchyard</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Appointment of competent bodies to undertake annual inspection, carry out remedial works etc.</li> <li>• Annual review of organisations appointed.</li> <li>• Regular reporting on performance of contractors i.e. recreation ground and cemetery maintenance.</li> <li>• Safety Report – consider recommended works detailed in the report.</li> <li>• Tenders/quotes obtained for works/ provision of services.</li> <li>• Weekly Pavilion Facilities Management Assessment</li> <li>• Annual Risk Assessment of the Cemetery and Churchyard</li> <li>•</li> </ul>	Low
Professional Services Internal Audit	Low	<ul style="list-style-type: none"> <li>• Appointment of qualified accountant</li> <li>• Annual review of service provided.</li> <li>• Review appointment Internal Auditor every 3 years.</li> </ul>	Low
Competent Clerk	Low	<ul style="list-style-type: none"> <li>• Review of Clerk's activities by HR WG and by formally assessing agreed Objectives</li> <li>• Annual performance review.</li> <li>• Provision of necessary staff training, support by Councillors.</li> <li>• Attendance at KALC staff training events.</li> <li>• Budget for staff training</li> </ul>	Low
Register of members interests and gifts		<ul style="list-style-type: none"> <li>• Declarations of Interest and Hospitality Received books held.</li> </ul>	

and hospitality	Low	<ul style="list-style-type: none"> <li>• Declarations of Interest and any hospitality received recorded in minutes</li> <li>• Annual review of records kept.</li> </ul>	Low
Proper, timely and accurate reporting of council business in the minutes	Low	<ul style="list-style-type: none"> <li>• Minutes of meetings prepared by Clerk</li> <li>• Accuracy of minutes checked by Chairman and approved at monthly PC meetings.</li> <li>• Minutes properly numbered with a master copy kept in safekeeping.</li> <li>• Annual review of internal controls in place and their documentation.</li> </ul>	Low