

Subject	Risks Identified	Status H/M/L	Management Control of Risks	Action required
Councillors	Losing Councillor membership or having less than 5 councillors at any one time	L	<p>When a vacancy arises, there is a legal process to follow. This either leads to a Bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment.</p> <p>If there are less than 5 Councillors at any one time on the Council it becomes inquorate. The legal process of Broadland District Council appointing members takes place.</p>	Existing procedures adequate. Procedures of another body are adequate
Precept	Adequacy of precept Requirements not submitted to BDC in time Amount not received by BDC.	L	<p>Regular budget review by Full Council</p> <p>Precept should be considered by Council before the deadline - deadline should be ascertained from Broadland District Council asap.</p> <p>The Clerk informs Council when the monies are received (approx. April/May and September time).</p>	Existing procedure adequate
Financial Records	Inadequate records financial irregularities	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review of Financial Regulations Annually.
Banking	Inadequate Checks Bank Mistakes Losses & Charges Loss of signatories	L	<p>The Council has Financial Regulations which set out the requirements for banking and reconciliations of accounts.</p> <p>The clerk reconciles the accounts every week. Any issues are dealt with promptly.</p> <p>Current Bankers are specialists in dealing with local authorities.</p> <p>Signatories can be changed easily. Council has 4 signatories on accounts to protect against risks.</p> <p>Drayton Parish Council complies with the Financial Services Compensation Scheme (FSCS) and strives to limit each bank with £85,000 maximum to spread the financial risk.</p>	Existing procedures adequate.

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Internet Banking	Access	L	Access to banking sites is regulated by standing orders. No search engines must be used, and bookmarked favourites is preferable. Each signatory has their own log on details which is subject to pin code entry in addition for certain requirements. Councillors can view and release payments. Staff can view and set up payments but not release.	Existing procedures adequate.
Loss of Cash	Loss through theft or dishonesty	L	Cheques received are banked within 5 banking days. Drayton Parish Council is a no cash council. Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against. Corporate Credit Cards also have been insured against fraud or mis use. Employees are required to sign the Credit Card Agreement for Employees and abide by the Credit Card Policy.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Council.	L	A Clerk's report is produced monthly and presented to Council, discussed and approved at the meeting. This report includes bank reconciliation and a breakdown of receipts and payments balanced against the bank.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication Compliance.	L	Councillors receive full details each month including bank reconciliation. This information is also placed on to the website. Half yearly inspections by the internal auditor are carried out and reports produced. Auditor's reports are considered by Governance committee and recommendations are made to the full council.	Existing procedure adequate.
DPC run activities	Risk of financial loss	L	Activities previously held have been financed by grants and/or budgeted revenue expenditure prior to events thus reducing the risk of financial loss to DPC. If finance is not secured in advance there may be some financial risk which would need to be covered by the council's reserves All such expenditure goes through the required Council process of approval and minuted. Grant application form has been devised to keep records of applications.	Existing procedure adequate. Each activity needs to be assessed on an individual basis.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	The Parish Council has in place a grant application process to approve the issuing of grants to locally based groups/organisations/events within the Parish.	Existing procedure adequate. General Power of Competence applies.

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Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One-off grants received tend to be for activities with conditions attached.	Existing procedures adequate
Best value Accountability	Work awarded incorrectly Overspend on services	L/M	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. This is covered in the Financial Regulations.	Existing procedure adequate. Include when reviewing Financial Regulations Annually.
Salaries and on costs	Salary paid incorrectly.	L	Salary rates are assessed annually by Council. The Clerk's report details payments to the Inland Revenue (for Tax and NI). These are inspected at the Council meetings and signed off. The Tax and NI is worked out using an Inland Revenue computer programme updated as and when. All Tax and NI payments are submitted to HMRC via PAYE RTI software. All staff members have a contract of employment and job description. Salaries are paid in arrears at the end of each month.	Existing procedure adequate.
Employees	Loss of Clerk Fraud by Clerk Actions undertaken by clerk. Health and Safety	L	Reference to a Business Continuity Plan (BCP) should be made in case of loss of key staff. Procedural guides will help to identify tasks required in case of absence. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Health & Safety issues relating to the clerk are with regard to working at home and driving to/from Council meetings. The clerk's own car insurance covers travel to and from a place of work.	BCP requires to be written. Membership of the SLCC / NALC will provide guidance. Monitor working conditions, safety requirements and insurance regularly.
Election costs.	Risk of an election cost.	L	Currently there are vacancies on the council. No Parish Council election has been held in Drayton for many years.	Council could consider allocating money to reserves to cover all costs.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT is claimed quarterly and released digitally to HMRC port via Scribe.	Existing procedure adequate

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Employers Annual Return	Paying and accounting for NI and Tax of employee's salaries	L	Employer's Annual Return is completed by the Clerk and submitted online to HMRC within the prescribed time frame.	Existing procedure adequate
Audit - Internal	Audit Completion within time limits	L	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor.	Existing procedure adequate
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. Parish Council has adopted the General Power of Competence.	Existing procedure adequate.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct
Members interests	Conflict of interest Register of Members interests	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members take responsibility to update their Register
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be included with the budget. Ensure compliance measures are in place	Existing procedure adequate. Review insurance provision annually.
	Fidelity Guarantee		Guarantees are provided with insurance cover. Review takes place of necessary documentation.	Review of compliance

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Assets	Loss or Damage Risk/damage to third party(ies)/property	L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions. All assets owned by the Parish Council are regularly reviewed and maintained. In the event of a loss of premises/laptop all computer files can be restored from the Cloud. Minutes and financial documents are stored on the website. Temporary accommodation may be required in another building.	Asset register to be updated Annually. Other Council premises are available in the village or space to be rented locally if required.
Maintenance	Poor performance of assets or amenities Risk to third parties	L	All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at KGV Pavilion. The premises and the facilities are considered adequate for the Clerk, Councillors and Public who attend from a Health & Safety aspect.	Existing location adequate. Consideration needs be given to Equalities Act 2010.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L	Council’s electronic records are stored on the Clerks computer. All data is stored on Microsoft’s One Drive Cloud storage. Scribe data is available online and accessed through Scribe’s own website which backs up data automatically.	Existing procedure adequate.