

RISK ASSESSMENT - NORTH CURRY PARISH COUNCIL

As at May 2014

RISK	ISSUE	PROBABILITY	IMPACT	MITIGATION MEASURES
1 F	Loss of, or damage to, NCPC's fixed physical assets.	Low	Medium	Insurance cover.
2 F	Loss of funds through infidelity.	Low	Medium	No cash transactions. Two signatures on cheques. Insurance cover.
3 RF	Injury liability - Church Road Pavement Trees and equipment on Parish Council land	Low Low	Medium Medium	Pavement to be monitored annually and SCC made aware as necessary Annual tree and equipment safety checks to be carried out and reported back to the Parish Council by Committees
	Defibrillator	Low	High	Regular (monthly) check of equipment and presence of instructions, any faults to be followed up promptly by repair or removal of equipment for repair
4 R	Inadequate performance by the grass-cutting workman.	Medium	Medium	Regular check on workman's performance. Regular Tender for contract to ensure in place for grass season
5 F	Inadequate handling of NCPC's bank accounts.	Low	Medium	Monthly bank statements. Monthly reconciliations. Quarterly checks by a Councillor. RFO's reports to PC meetings. Annual Audit. Financial Regulations.
6 F	Inadequate financial records.	Low	Medium	Receipts and Payments Record. Monthly bank statements. Monthly reconciliations. Cheque stubs retained. Financial Regulations. Approval of Expenditure process. Annual Audit. Issue of receipts for any cash taken into accounts Ensure adequate Petty Cash Vouchers/Records
7 F	Failure to reclaim VAT.	Low	Low	Financial Regulations. Annual Audit.
8 F	Inadequate Precept to support requirements.	Low	Medium	Annual Budget process. RFO's reports to PC meetings. Annual Audit.
9 I	Inaccurate recording of business, especially decisions.	Low	Medium	Minutes Book, with numbered Minutes. Approval of Minutes at next PC meeting.
10 RF	Ineffective Internal Audit.	Low	Medium	Annual Audit.

				External Auditor.
11 R	Inadequate response to requests to inspect documents.	Low	Medium	FOI Act Publication Scheme. Filing system. Public Enquiry Response procedure.
12 I	Inadequate document control.	Low	Medium	Filing system. Document Control procedure.
13 I	Improper conduct by Parish Councillors.	Low	High	Adopted Code of Conduct. Registers of Elected Members Interests. Undertakings signed by Parish Councillors.
14 I	Libel or Slander litigation.	Low	High	Adopted Code of Conduct. Undertakings signed by Parish Councillors. Insurance cover.
15 I	Incomplete, inaccurate, out-of-date Register of Interests.	Low	Medium	Annual review of ROEMI - place on AGM Agenda Declarations of Interest recorded. Minutes Book.
16 I	Loss of Minutes Book.	Low	High	Soft copy files in computer. Two back-up copies made on memory sticks
17 F	Loss of Receipts and Payment Record.	Low	High	Invoices retained. Cheque stubs retained. Bank statements retained.
18 I	Failure to observe Data Protection Act.	Low	Medium	Data Protection Act Notification. Data Handling Principles observed.
19 I	Loss, or corruption, of files in computer.	Low	Medium	Hard copy printouts in Filing System. Up-to-date anti-virus software installed. Full back-up of data files kept on 2 memory sticks. Full back-up of disc image to be kept on a memory stick & retained by PC
20 I	Loss of, or damage to, hard copy files.	Low	Medium	Clerk to lock office when vacated cabinets to be locked - Chairman hold spares Soft copy files in computer. One memory stick taken off premises & retained by PC.
21 RF	Compliance with Lease Conditions	Low	High	Need to ensure compliance thro regular monitoring by clerk of renting organisation minutes Noting any feed back from Parish Council Reps or Community Reps

R - Reputation
I - Internal
PC - Parish Clerk