

PETTAUGH PARISH COUNCIL

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Review/Action
Governance	Weak internal controls undermining statutory and regulatory duties, and public confidence	M	Appointment of RFO. Internal Audit. Review of Standing Orders, Financial Regulations, Internal Controls, banking arrangements, risk assessments and insurance.	Existing process satisfactory.
Business Continuity	Adequacy/Lack of venue for meetings.	L	Existing venue adequate and available. No obvious or better alternative.	District Council can be requested to increase size of Council or make temporary appointments to allow business to continue.
	Quorum of Councillors.	M	Members' attendance and ability to participate due to interests to be monitored.	
Precept	Not submitted	L	The annual budget is approved by Councillors who subsequently receive updates on expenditure. The request for the payment of a precept is submitted to MSDC by the end of January ahead of the next financial year. A remittance notification is received from MSDC once payment (or half-payment) has been received. Bank reconciliations are carried out and reported to each Council meeting.	Existing process satisfactory.
	Not paid by District Council	L		
	Adequacy of precept	L		
Salaries	Wrong salary/hours/rate paid	L	Agreed salary/expenses recorded in Minutes. Financial Regulations apply. Payment made on basis of a claim form received and approved at a Parish Council meeting and recorded in the Minutes of that meeting. All cheques are signed by two Members of the Council.	Existing procedure satisfactory.
	Wrong deductions - NI and Income tax	L	Check to PAYE Calculations	Member to verify
Election Costs	Liability in the event of an uncontested or contested election	L	Inclusion of budget sum in an ordinary election year. Contingencies/reserves maintained at a healthy level.	Existing procedure adequate

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VAT	VAT paid on expenditure items	L	All items shown in cash book/spreadsheet	Existing procedure adequate
	VAT claimed back within time limits	L	Clerk/RFO makes refund claims on at least an annual basis and income will be shown as part of the financial statements/bank reconciliation reporting.	Existing procedure adequate

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Topic	Risk Identified	H/M/L	Management of Risk	Staff action
Insurance	Adequacy of level of insurance and cover/indemnity of risks	M	The Parish Council undertakes an annual review of its insurance arrangements, and this would also be subject to an Internal Audit check.	Existing procedure adequate
Reserves	Adequacy	L	General level of reserves considered by Parish Council annually when agreeing the budget and setting the Precept. Earmarked Reserves determined and shown separately within the budget calculations.	Existing procedure adequate. Ensure timescale applied to the use of earmarked reserves.
Assets	Loss, Damage, Danger etc	M	Annual inspection, update insurance and asset register. Asset Register reviewed annually by the Parish Council. Review of insurance annually.	Councillors/Clerk to arrange inspection.
	Risk or damage to third party property or individuals	M	The Parish Council reviews annually the adequacy of Public Liability Insurance	Existing procedure adequate.
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Member review
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Annual Governance and Accountability Return	Submit/publish within time limits	L	Responsibility of Clerk/RFO to prepare, liaise with Internal Auditor, and Council to complete, approve and sign. Clerk/RFO to send Certificate of Exemption or Return, as appropriate, to External Auditor.	Existing procedure adequate.
IT systems	Loss of data/electronic records	L	Regular back-ups of data. Minutes, agendas, financial documents and constitutional documents on website and backed up through website provider.	Existing procedure adequate
Paper records/ files	Loss or damage	L	Current and historical paper records/files retained by Clerk.	Historical paper records can be transferred to Suffolk Records Office.
Legal Powers	Illegal activity or payment	L	All activity and payments within the powers of the Parish Council	Existing procedure adequate

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			to be agreed, approved and resolved at Council meetings. The use of relevant statutory powers is included within financial records.	
Financial Records	Inadequate records or financial irregularities	L	The Council has Financial Regulations which set out requirements and adopted Internal Controls. Processes verified through annual Internal Audit	Existing procedures adequate. Financial Regulations and Internal Controls reviewed periodically and as necessary.
Minutes, Agendas and other Statutory Notices/Documents	Accuracy/legality/availability	L	Agendas for and draft Minutes of meetings are published on Council website. Agendas and other notices are also placed on the local noticeboard. Minutes are confirmed as a true record by the Parish Council at a subsequent meeting and signed by the presiding Chairperson.	Existing procedures adequate.
Members interests	Registration and conflict of interests (Councillors)	M	Code of Conduct adopted by the Parish Council. Declarations of interest in items of business to be made at meetings and recorded in the Minutes. The Monitoring Officer of the District Council ensures that registration of interests by Councillors following their election is completed and published.	Existing procedures adequate.
Data Protection	Policy provision	L	The Parish Council is registered with the Information Commissioners' Office	Existing procedure considered adequate.
Website	Content out of date	M	Clerk ensures updates before and after meetings.	Existing procedures considered adequate
	Content compromised/hacked	L	Maintained by local reputable provider.	

Reviewed and adopted on: 25 July 2023

Note: Risk assessment must be reviewed and adopted by council/meeting/board/body annually during the financial year and before 31 March.