



## **Risk Management**

**Adopted 17<sup>th</sup> May 2021**

### Risk Management

Risk	Risk Factor Low 1/Medium 3/High 5	Risk Likelihood (1 - 5)	Risk Score	Control Method
Play Equipment in Recreation Ground	Medium	3	9	1.Risk Assessment carried out annually by RoSPA to identify potential hazard. 2.Regular documented inspection via Members/Volunteer Team
Theft of Council Finances by staff	High	3	15	1. All incoming money is checked and recorded, and banked quickly. No cash processed in usual course of activity. 2. Internal Audit via NCALC carries out periodic checks 3. Internal Verifier carries out periodic checks 4. Fidelity Insurance is carried against financial risk under Council Policy 5. Dual approval of transactions online.
Enforced absence of Clerk	Low	1	1	1. Should absence be other than short term then locum/volunteer staff to assist on day to day clerical work will be utilized via NCALC.
Precept – Not submitted	Low	1	1	Full Council Minute – RFO to follow up
Precept – Not paid by Unitary Council	Low	1	1	Report to Council in first instance.
Salaries – Wrong Salary Paid	Low	1	1	Clerk and Internal Controls Members to check against Minute.
Salaries – False Employee	Low	1	1	Internal Verifier/Controls Members to check
Salaries – Wrong deductions of Income	Low	1	1	Internal Verifier/Controls Members and Internal Auditor to check

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Tax/NI				
Direct Supplies – Invoices for payment	Low	1	1	All invoices are checked by Clerk to ensure that goods charged have been supplied. Further check by Members at Council Meeting and Internal Auditor.  Dual approval of transactions online.
Direct Supplies – Cheques to suppliers	Low	1	1	All cheques are drawn up by the Clerk and are signed at the Council Meeting after being checked for veracity by Members. Checks also carried out by the Internal Auditor  Dual approval of transactions online.
VAT – claims	Low	1	1	Clerk to check and ensure that all VAT claims are promptly made, and where necessary also advises Members of the necessity to charge for VAT on items by election to ensure valid VAT reclaim.
Reserves	Low	1	1	Review both General and Earmarked Reserves at the time of setting the Budget so as to ensure an adequacy to cover contingent liabilities .
Legal Powers	High	1	5	Clerk to advise Members where it would appear that to carry out a certain course of action would be <i>Ultra Vires</i> and to minute the advice given if necessary.
Financial Records	Low	1	1	Clerk/RFO to maintain proper records with Internal Controls Member(s) supervision. Checks also carried out by Internal Auditor.
Minutes	Low	1	1	Clerk to ensure that Minutes accurately reflect the business carried out at the Meeting, and Members to review at the next available Council Meeting.

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Members Interests	Low	1	1	Members to ensure that they keep their Register of Interests up to date both with the Clerk and the Monitoring Officer at West Northamptonshire Council.
Members Interests	Low	1	1	Members to ensure that interests are declared at the appropriate point in a Meeting, and where a prejudicial interest exists to leave the Meeting whilst the item is discussed.
Standing Orders/Financial Regulations	Low	1	1	All transactions are checked to ensure that Standing Orders/Financial Regulations are complied with by the Clerk and Members
Standing Orders/Financial Regulations reviews	Low	1	1	A periodic review of Standing Orders/Financial Regulations is carried out on at least an annual basis.

<b>Approved by Holcot Parish Council:</b>		
<b>Signature of Chairman</b>		<b>Date: 17<sup>th</sup> May 2021</b>
<b>Signature of the Clerk</b>		<b>Date: 17<sup>th</sup> May 2021</b>

**To be reviewed May 2022**