

Chirton & Conock Parish Council: Risk Assessment and Management 2024-2025

Probability: Very High (purple), High (red) Medium (orange), Low (green), Very Low (blue) .

Annual review as per the proper practices specified by the Accounts and Audit Regulations from "Governance & Accountability for Local Councils" requirements

Serial	Issue	Risk	Pre Mitigation		Mitigation	Post Mitigation		STAFF ACTION	FREQUENCY	Comment
			Probability	Impact		Probability	Impact			
1	Governance	Not following Governance	Medium	Low	1. Train Councillors. 2. Clerk and RFO to bring attention to Governance during meetings. 3. Governance documents lodged and updated when necessary: Standing Orders, Financial Regulations and Code of Conduct. Reviewed by Councillors and updated if necessary.	Very Low	Low	Clerk & RFO to highlight regulations at meetings. Training programme. Council to review and approve Governance documents for Annual Return. Update if necessary.	1. Training - On appointment and then as required. 2. Annual review of Governance documents. Updates as required.	
2	Financial Procedures	Unlawful actions / fraud: not following procedures in Financial Regulations and Governance & Accountability for Local Councils document	Low	Low	Clerk and RFO to bring attention to regulations at meetings. Programme of Councillor cross checks. Internal Audits by independent auditor at yearly intervals. Recording in the minutes the precise powers under which expenditure is being approved.	Low	Very Low	Clerk & RFO to highlight regulations at meetings. RFO to set out programme of cross checks and follow it. Councillors to appoint Internal Auditor at Annual Meeting of PC in May. Clerk to minute precise powers under which expenditure is approved.	Monthly and Annually	
3	Precept calculations	Amount incorrect; calculations incorrect	Medium	Low	RFO to cross check with appointed reviewer (councillor) and review fully at PC meetings	Low	Very Low	Cross-Check - when required. Full review diary for Dec or Jan PC meeting	When required & Annual	
4	Precept Request	Not submitted; not received	Low	Medium	Full PC minute by Clerk; RFO check.	Low	Low	Diary confirmation by Clerk for December or early January PC meeting	Annual	
5	Precept	One year projections - estimates inaccurate	Medium	Medium	Consider at budget setting & make % allowances for contingency	Low	Very Low	RFO to advise	Annual	
6	Precept income	Not paid by Wiltshire Council	Low	High	Check & report to Parish Council	Very Low	Low	Diary for April & Sept Finance meetings	Bi-annual	
7	Bank Reserves	Adequacy for General and Allocated Reserves plus Contingency	Low	Low	Consider at budget setting	Very Low	Very Low	RFO to advise	Annual	
8	Grants	Claims procedure	Low	Medium	RFO to check quarterly	Low	Low	Diary	Quarterly	Not a risk
9	Grants	Poor Management of Grant funds	Medium	Medium	RFO to review and report to full PC.	Low	Low	Committee & PC Agenda - Diary	Quarterly	
10	Grants	Receipt of grant when due	Low	Medium	RFO to check & report to Parish Council	Low	Low	Diary	As per Grant payment plan	Not a risk
11	Bank Interest	Receipt when due	Low	Medium	RFO reports on it monthly in Bank Reconciliation	Low	Low	Diary	Monthly	Not a risk
12	Expenditure	Not following rules in Financial Regulations	Medium	Medium	Clerk and RFO to bring attention to regulations at meetings. Programme of Councillor cross checks. Internal Audits by independent auditor annually	Low	Low	Clerk & RFO to highlight regulations at meetings. RFO to set out programme of cross checks and follow it.	Monthly and Annually	
13	Cashbook / Bank Accounts	Not balanced	Low	Low	RFO to produce monthly Bank Reconciliations as per Financial Regs.	Low	Very Low	RFO to produce	Monthly	
14	Payments	Cheque or internet payment is incorrect	Low	Low	Two signatories sign cheque & stub or authorise internet payment with the Bank	Low	Low	The two signatories to action	Monthly	
15	Payments	Cheque or internet payment payable to wrong party	Low	Low	Two signatories sign cheque & stub or authorise internet payment with the Bank	Very Low	Very Low	The two signatories to action	Monthly	
16	Employee	Absence of Clerk or RFO	Medium	High	Hours, health, stress and adequate training	Low	Medium	In the short-term to seek advice from the local Councillor and elect someone from the Parish Council to take the minutes of meetings and/or keep the accounts up to date. If the Clerk's absence was for a prolonged period then an advert would be sent to WALC advertising for a temporary clerk or RFO. If the Clerk or RFO resigned, the Parish Council would advertise the vacancy in the Redhorn News, via WALC, on the Parish Council website and on social media.	Annual	

Serial	Issue	Risk	Pre Mitigation		Mitigation	Post Mitigation		STAFF ACTION	FREQUENCY	Comment
17	Employee salaries & PAYE	Wrong salary or PAYE paid	Medium	Low	RFO to produce Excel of agreed amounts on Pay slips and PAYE. To be checked & counter-signed. Use cheques (counter-signed) or internet faster payments (authorisation required)	Low	Low	RFO to produce Excel. Cheque signatories to action payments	Monthly	
18	HMRC RTI	PAYE returns not made in time / incorrect, on HMRC's RTI system	Low	Medium	Use Excel (see above). Check submissions on RTI by checking HMRC emails to acknowledge receipt	Very Low	Low	RFO to take evidence of wages/PAYE from HMRC to the next Council meeting to be signed by the Chair.	Quarterly	
19	Expenses	Overpayments, lack of receipts, late claims	Low	Medium	Use Expenses section of Financial Regulations. Issue Expenses policy. Check claim forms and receipts - two cheque signatories.	Very Low	Low	RFO to verify. Cheque signatories to check claims and receipts before payment	When required	
20	Orders	Not following regulations / unlawful actions: not getting agreement of Full Council to make Order; not getting authority of Clerk to place order or contract; not getting authority of Clerk to give instructions to supplier and/or change order or contract	Low	Medium	Clerk and RFO to bring attention to regulations at meetings. Minutes to clearly state actions and responsibility. Internal audits by independent auditor annually	Low	Low	Clerk & RFO to highlight regulations at meetings. RFO to set out programme of cross checks and follow it.	When required	Covered by Serial 2
21	Suppliers	Goods or services not supplied or supplied with quality issues. Invoices incorrectly calculated or late.	Medium	Medium	RFO to check delivery against order and check invoices carefully. Regular reporting on performance by suppliers/providers/contractors.	Low	Low	RFO to verify. Cheque signatories to check satisfactory supply and quality before payment and that invoicing is correct. Performance evaluation to be used for reviews with suppliers, payment approvals and contract renewal decisions.	When required	
22	Invoices and VAT	Poor VAT accounting procedures: Invoices and VAT not recorded correctly. VAT not claimed correctly from HMRC. Invoices paid twice	Low	Medium	RFO to cross check with appointed reviewer (councillor). Independent Audit to cover invoices & VAT. VAT Training if necessary for RFO.	Very Low	Low	Cross-Check - monthly as per Financial Regs. RFO to arrange Internal Audit once a year.	Monthly Annually	
23	Insurance - loss or damage	Loss or damage to physical assets	Medium	Low	Insure if asset worth £200 or over. Parish Council to set up and carry out an Inspection & Maintenance plan for assets where applicable, including security padlocks & keys.	Low	Low	RFO to maintain asset list and propose insurance supplier and cover. PC to approve. .	Insurance - Annual Asset Inspection & Maintenance Plan - quarterly	
24	Insurance - public liability	Damage to third party property or individuals as a consequence of the council providing services or amenities to the public; Legal liability as a consequence of asset ownership	Medium	Medium	RFO to arrange insurance cover.	Low	Low	RFO to advise on supplier and cover. PC to approve.	Annual	
25	Insurance - fidelity guarantee	Loss of cash through theft or dishonesty	Low	Low	RFO to arrange insurance cover.	Very Low	Very Low	RFO to advise on supplier and cover. PC to approve.	Annual	
26	Insurance - consequential loss	Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Low	Medium	RFO to arrange insurance cover.	Low	Low	RFO to advise on supplier and cover. PC to approve.	Annual	
27	Data and Document Security	Loss of / damage to data and documents.	Low	Medium	Fin Regs covers rules on data protection, passwords, anti-virus etc. Minutes should be properly numbered and paginated with a master copy kept in safekeeping. Staff records to be kept secure in accordance with Standing Orders. Website and file backup. Define document management policies including archiving of documents at Wiltshire History Centre.	Low	Low	All employees and members to follow Financial Regulations and Standing Orders. Website backup and archive process to be defined with supplier; implement document management policies. All files backed up to Cloud. In addition RFO back up to additional USB flash drive	Continuous	
28	Complex legal or land issues	Council employees and members may make poor evaluations and decisions with negative results	Medium	Medium	Employ professionals such as solicitors, surveyors etc when issue considered sufficiently complex or high risk.	Low	Low	Clerk and RFO to advise on supplier and cover. PC to approve.	As required.	
29	General Data Protection Regulation (GDPR)	Loss of personal data	Low	Low	Include in Standing Orders. Appoint a councillor to be responsible for GDPR. Ensure employees and suppliers are aware of their responsibilities and that contracts reflect the GDPR obligations.	Very Low	Very Low	All employees and members to follow Standing Orders. Councillor appointed responsibility for GDPR compliance to report at regular intervals.	Continuous	