

WESTON AND GREEN GREEN PARISH COUNCIL - RISK MANAGEMENT

Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Audit Frequency	Policy Document	Notes
Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget.	L	* Internal financial management supported by Financial Regulations. * Quarterly finance report to Finance Committee. * Annual spending plans formulated	Parish Council	Annually	Standing Orders and Financial Regulations	
<b>Receipts</b>							
Precept	Over/under calculation of precept	L	Annual budget-setting process	Parish Council	Annually		Parish Council considers budget proposals at Finance Committee meetings, to inform its final budget.
	Not paid by Cheshire East Council.	L	Timely presentation of request. CEC pays directly into Parish Council bank account.	RFO	Annually		
VAT re-claim	Not claimed within 3-year period (maximum back-period for which claims can be made)	L	Submissions to be made minimum of once per year	Diary	Annually	System of Internal Financial Control to be developed	
<b>Expenditure</b>							
Clerk's salary	Incorrect salary rate paid by bank	L	Verify as part of payment process	RFO	Annually		Paid by BACS - salary reviewed annually by Staffing Committee
Payments	Unlawful expenditure/ improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Each payment to be authorised by two signatories, and invoice/other paperwork in support of expenditure Parish Council authorises signatories on an annual basis	RFO	Annually	Financial Regulations and Budget Plan for appropriate year.	
Parish Councillors expenses	Overpayment	L	Claim form and expenditure authorised by Parish Council.	Parish Council	Ongoing	Expenses Policy to be developed	

WESTON AND GREEN GREEN PARISH COUNCIL - RISK MANAGEMENT

Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Audit Frequency	Policy Document	Notes
Fraud	Misappropriation of funds by Clerk or Parish Councillors	L	All payments are effected by BACS wherever possible, authorised by two parish councillors and supported by invoices/claim forms. Blank cheques are not permitted to be signed. Fidelity guarantee value to cover total cost of precept and maximum likely balances.	Parish Council	Annually	Financial Regulations and Insurance Policy	Level of cover should be the maximum amount held by the Parish Council at any one time.
Reserves - General	Adequacy	L	Consider at budget-setting. Ensure minimum of 3-months reserves to cover the period between the end of the financial year and receipt of precept from Borough Council	RFO/ Opinion	Annually		
Reserves - "ring-fenced"	Adequacy	L	Consider at budget-setting and identify approximate costs for specific projects	RFO	Annually		
Invoices	Overpayment	L	Invoices submitted to PC for authorisation and reviewed by two parish councillors	RFO	Ongoing	Financial Regulations	
Assets	Vandalism; impact damage; cost of replacement	L	Periodic inspection of all assets; insurance including public liability.	RFO/ Member inspection	Annually		
Grants and support	Power to pay	L	All requests submitted to PC, and Clerk advises on power to spend and reserves availability.	Parish Council	Annually	Localism Act 2011	Council has the General Power of Competence as set out in the Localism Act 2011
<b>Non-Financial</b>							
Meeting of Parish Council	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice, 3 days before meeting	Clerk	Ongoing	Public Bodies (Admission to Meetings) Act 1960 and Standing Orders	

WESTON AND GREEN GREEN PARISH COUNCIL - RISK MANAGEMENT

Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Audit Frequency	Policy Document	Notes
Business Continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances.	L	All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Cheshire Association of Local Councils can be asked to provide the services of an interim Clerk.	Clerk	Ongoing	Retention and Disposal of Documents Policy	
Health & Safety	Injury to public from items owned by Parish Council.	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified.			Annual insurance review by Parish Council. Health and Safety Policy to be developed	
Loss of documents	Minute books, financial accounts, laptop	L	Clerk retains Minute books for 10-year period. Other minute books are sent to County Archivist for retention. Electronic copies of minutes and agendas are backed-up monthly. Accounts: Hard copy and electronic versions to be retained.	Parish Council	Ongoing	CIPFA Regulations	
Official Documents	Loss, damage etc.	L	All official documents to be published on the Parish Council website.	Chairman /Clerk	Annually		
Procurement	Supplier Fraud	L	To reduce the opportunity for supplier fraud – Staff training to identify risks Contact suppliers if and when they change their details to confirm validity Periodic review of suppliers to check for dormant accounts Review financial health of company (if applicable) Consider supplier fraud as part of insurance renewal	Clerk	Ongoing	Financial Regulations	
Members acting outside meetings without authority	Riak to Council reputation; personal risk and insurance not valid	M	Member Training and Good Councillor Guide. Avoid making commitments on behalf of the Council.	Council	Ongoing		

WESTON AND GREEN GREEN PARISH COUNCIL - RISK MANAGEMENT

Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Audit Frequency	Policy Document	Notes
Street Lights							
Failure of metal bracket	Injury due to breakage of lighting bracket resulting in falling off pole	L	Carry out 6 monthly Inspection of all lights and posts	Council	Ongoing		
Failure of pole	Injury due failure of timber pole	L	Inspection carried out by others (BT and/or Scottish Power).	Council	Ongoing		
Traffic collision	Injury due to damage caused by traffic collision with pole resulting in light bracket falling	L	Carry out Inspection of all street lights and report	Council	Ongoing		