

Amcotts Parish Council
Risk Register

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The local council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.

The following risk assessment matrix has been used to rate each identified risk by multiplying a Likelihood score of 1 to 3 by an Impact score of 1 to 3:

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Version: 2.1

As approved at Full Council on 4th March 2021

**Amcotts Parish Council
Risk Register**

Risk No.	Subject	Risk	Management & Controls	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (High, Medium, Low)	Review & Action Required
1.1	Precept	Adequacy of precept	To determine the precept amount required, the council receives a budget update at each meeting detailing spend to date plus future commitments, thereby facilitating the total expenditure requirement for the coming year. The budget and precept are agenda items at the November and January meetings.	1	2	Low (2)	Existing procedures adequate
1.2		Precept requirements not submitted to North Lincolnshire Council (NLC)	Submitted by RFO via email to nominated officer at NLC. Checks carried out by NLC also offer a double check that the precept notification has been received and is the correct value.	1	3	Medium (3)	For added protection a nominated Councillor will be copied into the precept notification email to NLC and will confirm to the council that the email has been sent.
2.1	Financial Records & Reporting	Inadequate records	The council has an approved set of Financial Procedure Rules (FPR) which set out the requirements and working framework. The RFO provides a full bank reconciliation (with supporting bank statements) at each ordinary meeting, showing receipts, payments and future commitments to give a forecast outturn position.	1	2	Low (2)	Existing procedures are adequate - the FPR's will be reviewed annually as per the civic calendar and all Councillors will receive a copy.
2.2		Financial irregularities					
3.1	Bank & Banking	Fraud	Two signatories are required on cheques and online payments require dual authorisation, as per the current mandate. In line with 2.1 & 2.2 a full bank reconciliation is provided at each ordinary meeting, with supporting bank statements. The accounts for payment schedule is counter signed by two Councillors. The RFO is the correspondence address for the bank and receives all statements, with online banking access for both the RFO and Chair. Fidelity guarantee covered by the council's insurance policy.	1	2	Low (2)	Invoice(s)/supporting document(s) will be provided with each cheque at the point of signing. Review bank mandate annually and/or following a vacancy.
3.2		Incorrect payments & bank mistakes					
4.1	Cash	Loss through theft or dishonesty	The council does not operate a petty cash float nor does it routinely collect cash receipts from clients/customers. Cash holdings are covered by the council's insurance policy.	1	1	Low (1)	Existing procedures adequate
5.1	VAT	Inadequate records	The RFO analyses all expenditure incurred by the council and identifies all VAT recoverable. The RFO claims all eligible VAT from HM Revenue & Customs via the online .Gov portal. The refund is received via BACS transfer directly into the council's bank account. All VAT invoices behind the claim are kept with the relevant years accounts.	1	2	Low (2)	Existing procedures adequate
5.2		Reclaim not made within time limits	The RFO reclaims all eligible VAT at least once a year (by the end of February) so it is receipted in the relevant year. For financial years with larger items of expenditure, the reclaim is made on a more frequent basis to facilitate cashflow.	1	2	Low (2)	Existing procedures adequate
6.1	Reporting & Auditing	Annual Return inaccurate or incomplete	Comprehensive guidance notes are provided with the Annual Return, along with the published Governance and Accountability for Smaller Authorities in England practitioner's guide, both of which are adhered to by the RFO when completing the Annual Return. A full reconciliation with the accounting records and bank statements ensures accuracy. Any recommendations from the appointed internal or external auditor are implemented.	1	2	Low (2)	Existing procedures adequate
6.2		Annual Return submitted to external auditor outside of time limits	The ordinary meeting held in May considers and approves the accounts and Annual Return in time for submission.	1	1	Low (1)	Existing procedures adequate

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7.1	Insurance	Insurance not in place	Payment for annual premium is processed promptly.	1	3	Medium (3)	Clerk or RFO to confirm to the council that cover is in place at the July ordinary meeting and provide a copy of the policy documents.					
7.2		Inadequacy of cover	Cover reviewed annually at the March ordinary meeting.	1	2	Low (2)	Existing procedures adequate					
7.3		Cost increases	Out of council control.		3	1	Medium (3)	Include a price inflation uplift to the annual budget. Consider entering into a long term arrangement to secure a discount. Obtain quotes every 3 years.				
8.1	Grants	Grants payable - Powers	All grant expenditure payable by the council to a third party complies with applicable grant conditions and all such expenditure is ratified in advance by Full Council.	1	2	Low (2)	To include a specific grants section within the FPR's					
8.2		Grants payable - Authorisation										
8.3		Grants receivable		Upon the awarding and receipt of a grant, the applicable conditions would need to be considered and adhered to.	1	2		Low (2)				
9.1	Best Value of Public Money	Orders for goods/services awarded incorrectly	The council has an approved set of FPR's which set out the requirements and working framework for ordering goods and services. The council would normally seek more than one quotation for substantial orders.	1	2	Low (2)	To review the contracting/ordering section within the FPR's					
9.2		Overspend on goods/services	The council only usually enters into small contracts with a fixed price at the outset, therefore overspends against specific orders will be unlikely. Any larger projects will be monitored by the Clerk/RFO and reported to Full Council at each ordinary meeting during the life of the project.	1	2	Low (2)						
10.1	Elections	Future costs of a contested election	The council should consider holding a reserve cash balance to fund (or part fund) a future contested election.	2	2	Medium (4)	To consider at Full Council during budget setting whether to build into the budget forecast.					
11.1	Employees	Salary and/or expenses paid incorrectly	The council ratifies all employee appointments along with suitable contracts of employment. Monthly salary payments and PAYE deduction amounts are calculated under a payroll contract with an Accountancy practice. The physical payments are in the form of cheques or online payments drawn against the council's bank account, which form part of the payment approval process detailed at 3.1 & 3.2. Expenses are claimed on a regular basis (in line with the contract of employment and at nationally agreed rates), with supporting receipts/evidence of expense incurred.	1	2	Low (2)	Existing procedures adequate					
11.2		Unpaid or incorrect PAYE deductions										
11.3		Role performed inadequately						The Clerk/RFO has a contract of employment and operates within the approved FPR's and Standing Orders of the council. Fidelity guarantee and public/employees liability covered by the council's insurance policy.	1	3	Medium (3)	Initiate biennial appraisal review of the Clerk/RFO.
11.4		Fraud							1	2	Low (2)	Existing procedures adequate
11.5		Loss of key personnel						No formal plan in place, but assistance would be sought from other local parish councils and/or NLC in the short term, with the relevant role advertised to give a permanent solution.	1	3	Medium (3)	Consider developing a formal plan to cover loss of key personnel.
12.1	Councillors	Conflict of interest	Declaration of interests is a standard agenda item at each meeting and councillors operate within the council's Standing Orders and Code of Conduct.	2	1	Low (2)	Existing procedures adequate					

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12.2		Register of members interests not updated	Registers of members interests forms are completed at the meeting immediately following election and then formally reviewed annually, with councillors operating within the council's Standing Orders and Code of Conduct whereby changes of interests during the year are notified via the Clerk to the Monitoring Officer at NLC.	1	2	Low (2)	
12.3		Allowances paid incorrectly	No allowances are currently paid to councillors.	1	1	Low (1)	
12.4		Failure to attract candidates for councillor vacancies	Actively publicise council activities and vacancies on the parish noticeboard and website; the Arrow community magazine; and seek interest amongst friends/neighbours.	2	2	Medium (4)	
12.5		Roles performed inadequately	Councillors are provided with reference materials, copies of the council's policies and access to assistance from the Clerk.	1	3	Medium (3)	Provide a copy of the Good Councillors Guide to all councillors.
13.1	Legal Powers	Illegal activity or payment	All activity and payments resolved at Full Council and recorded in minutes. Activity is checked to reference materials (Local Council Administration; Governance and Accountability for Smaller Authorities; Transparency Code) to ensure compliance.	1	3	Medium (3)	Existing procedures adequate
14.1	Meetings	Failure to achieve quorum at meetings	Councillors given advance notice of meetings (ordinary meetings arranged 2 months in advance) with agendas and summons to meeting completed by the Clerk in a timely manner.	1	2	Low (2)	Existing procedures adequate
14.2		Conduct of business	Business conducted at council meetings is managed by the Chair according to the council's Standing Orders.	2	1	Low (2)	
14.3		Council decisions not implemented	Minutes reviewed at the subsequent Full Council meeting for confirmation of action. Clerk to report at each meeting.	2	2	Medium (4)	Complete Actions Log to record outstanding or long term actions.
15.1	Minutes; Agendas; Notices; Statutory documents	Accuracy and legality	Minutes and agenda are produced by the Clerk in the prescribed format and timescales to adhere to the legal requirements. Minutes are approved at the subsequent meeting and are published according to the requirements of the Transparency Code.	1	2	Low (2)	Existing procedures adequate
16.1	Assets	Loss or damage	Maintenance, repair or replacement requirements identified and reported to the Clerk, to be brought before the next Full Council meeting. Assets covered by the council's insurance policy.	2	2	Medium (4)	Consider formal annual inspection of assets.
16.2		Risk/damage/injury to third party property or persons	Public liability insurance held as part of the council's insurance policy.	2	1	Low (2)	Existing procedures adequate
17.1	Meeting Location	Adequacy/Location/Health & Safety	Meetings are held within St Marks Church as there are no other public venues within the parish - the parish council do not own any buildings. The meeting venue is considered to be adequate for council and public access.	2	1	Low (2)	Existing procedures adequate
17.2		Unable to meet in person (meeting venue unusable; national/local public health restrictions; etc)	Meetings can be held online (e.g. via Skype) with public access provided.	2	1	Low (2)	Existing procedures adequate
18.1	Council Records	Parish council official records and papers: Loss through theft/fire/damage	The parish council official records and papers are stored at the Clerk/RFO's home or archived with NLC.	1	2	Low (2)	Existing procedures adequate
18.2		Electronic records: Loss through theft/fire/damage	The parish council electronic records are stored on an Amcotts Parish Council specific Google Drive account and so are backed up automatically and available anywhere with an internet connection. Password & log in details have been provided to the Chair of the council.	1	3	Medium (3)	Existing procedures adequate

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19.1	Data Protection	Non compliance	The council has an approved a Data Protection Policy and are registered with the Information Commissioner.	2	2	Medium (4)	Existing procedures adequate
20.1	Freedom of Information Act	Non compliance	The council has an approved Freedom of Information Publication Scheme. Anyone can make a request for information under the act.	3	3	Low (2)	Existing procedures adequate
21.1	Safeguarding	Vulnerable people or groups are not adequately protected	The council does not currently provide services or host events that have safeguarding considerations. This will be reviewed as the need arises.	2	1	Low (2)	Existing procedures adequate
22.1	Environmental	Flooding	All Councillors are part of the Community Emergency Team. In a major emergency, the council will follow the lead of the NLC Emergency Plan and the direction of the emergency services.	1	3	Medium (3)	Existing procedures adequate