

AMBER HILL PARISH COUNCIL - RISK ASSESSMENT

This document has been produced to enable Amber Hill Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

	SUBJECT	RISK IDENTIFIED	CONTROL OF RISK	REVIEW/ASSESS/REVISE
ASSETS				
1	Noticeboard	Risk of damage/Theft	No formal inspection procedures are in place but with regular use, reports of damage or faults would be dealt with in accordance of the correct procedures of the Parish Council	Existing procedures adequate/Insured
2	Memorial Bench	Risk of damage/Theft	No formal inspection procedures are in place but reports of damage or faults would be dealt with in accordance of the correct procedures of the Parish Council	Ensure annual review /Insured
3	Metal Box (12" x 19")	Risk of damage	No formal inspection procedures are in place but reports of damage or faults would be dealt with in accordance of the correct procedures of the Parish Council	Existing procedures adequate
4	War Memorial	Risk of damage	No formal inspection procedures are in place. Not on Asset Register.	Ensure annual review, prior to Remembrance Day
FINANCIAL				
5	Precept	Adequacy of precept in order for the Council to carry out its statutory duties Amount not received from Borough Council	At the Precept meeting (January) the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Boston Borough Council. The Clerk informs Council when the monies are received (approx. April and October) Regular budget update (each meeting)	Existing procedures adequate

AMBER HILL PARISH COUNCIL - RISK ASSESSMENT

	SUBJECT	RISK IDENTIFIED	CONTROL OF RISK	REVIEW/ASSESS/REVISE
6	Cheque Books	Un-authorized signatures	Two councillors always sign a cheque as per Financial Regulations	Make sure adequate signatories
7	On-line Banking	Financial irregularities	Regular reconciliation (each meeting) The Parish Council Bank Statements/ Accounts are stored at the home of the Clerk Present Clerk has authorisation, passwords etc	Existing procedures adequate
8	Salaries	Irregularities in Pay and Income Tax	The Clerk operates payroll via Moneysoft Payroll software (licenced by Clerk). All paperwork, payment booklets held at the home of the Clerk. Salary rates are assessed annually by the Council.	Existing procedures adequate
9	Insurance	Adequacy	Annual review is undertaken (before the time of policy renewal – at present (June) of all insurance arrangements. Employers and Employee liability insurance is a necessity.	Existing procedures adequate
10	Election Costs	Risk of an election cost	Risk is higher in an election year. By-election cost as at 1 st April 2016 is £928.42, half of that in an election year if Borough elections.	Reserve provided for yearly
TRANSPARANCY AND ACCOUNTABILITY				
11	Transparency and Accountability	Policy provision	Amber Hill Parish Council adopted the Transparency Code in accordance with the Local Audit and Accountability Act 2014 which came into force from 1 st April 2015	Existing procedures adequate, information produced on the Parish Council website and the noticeboard

AMBER HILL PARISH COUNCIL - RISK ASSESSMENT

	SUBJECT	RISK IDENTIFIED	CONTROL OF RISK	REVIEW/ASSESS/REVISE
COUNCIL RECORDS				
12	Paper	Loss through, theft, fire or damage	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minutes, audit reports and are stored in a metal filing cabinet. Retention of these records is in line with GDPR regulation 2018	Existing procedures adequate
13	Electronic	Loss through, theft, fire, damage or corruption of computer	The Parish Council electronic records are stored on the Computer at the home of the Clerk. Parish Website - http://parishes.lincolnshire.gov.uk/amberhill/ (minutes published from April 2008) (The Parish Clerk holds the password) A backup of electronic data is made on a monthly basis Retention of these records is in line with GDPR regulation 2018	Existing procedures adequate
14	Business Continuity	Parish Council not being able to continue business due to tragic or unexpected circumstance		Review accordingly
MEMBERS INTERESTS				
15	Members Interests	Conflict of interest Register of members interests	Declarations of interest by Parish Councillors at meetings. Register of councillor's interests forms reviewed regularly	Parish Councillors take responsibility to update register.

AMBER HILL PARISH COUNCIL - RISK ASSESSMENT

Version number	Purpose/change	Author	Date	Next review
01	Adoption of Policy	J Barnes	Sept 2016	
02	Review	J Barnes	January 2018	
03	Review in line with GDPR	N Bush	July 2018	July 2019
04	Yearly Reivew	N Bush	November 19	Noveember 2020