

Pleshey Parish Council		Risk Assessment		01.04.2017	
RISKS IDENTIFIED	RISK ASS	INSURANCE COVER	INTERNAL CONTROL	OTHER EXTERNAL ARRANGEMENTS & COMMENTS	OK
L=Likelihood / I=Impact	(L/I)*	H=High/M=Medium/L=Low			
The Protection of Physical Assets : owned by the Council or for which they have custodial responsibility	M/H	Adequate Insurance Cover for Assets owned by Council	An up to date register of assets and investments	Regular maintenance arrangements for assets. The Council's asset insurance for 2017-2018 is £44,670	
Buildings, furniture, equipment etc.			Annual Review of Risk & adequacy of cover		
Loss / Damage through fire or flood					
Maintenance for vulnerable amenities or equipment.	H/H	Adequate Public Liability Insurance Cover	Regular inspection by retained maintenance contractor	Annual Inspection of play equipment by ROSPA	
The Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public.	M/H	Adequate Public Liability Insurance Cover	Annual Review of Risk & adequacy of cover	Insurance Cover for PUBLIC LIABILITY, £10,000,000	
The risk of consequential loss of income or need to provide essential services following critical damage, loss or non-performance by a 3rd party	L/L	Adequate Consequential Loss Insurance Cover	Annual Review of Risk & adequacy of cover		
Loss of cash through theft or dishonesty	L/L	Adequate Fidelity Guarantee Insurance Cover	Annual Review of Risk & adequacy of cover	Insurance Cover in FIDELITY GUARANTEE, £2,000	
			Cheques and all other a/c changes have to be authorised to bank by 2 cllrs	Internal Audit review & testing of anti fraud & corruption Appropriate Banking Arrangements in line with Financial Regs No petty cash account	
Legal liability as a consequence of asset ownership.	H/H	Adequate Public Liability Insurance Cover	Annual Review of Risk & adequacy of cover	Insurance Cover PUBLIC LIABILITY £10,000,000	
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Legal liability as a consequence of employment	L/H	Adequate Employer's Liability Insurance Cover		Insurance Cover for EMPLOYER LIABILITY, £10,000,000 including, personal accident cover for Employee / Member / Volunteer of £25,000 for death or disablement or £100 per week for a temporary disablement.	
Keeping proper financial records in accordance with statutory requirements	L/H	RFO responsibility	Regular scrutiny of financial records & proper arrangements for the approval of expenditure.	Records scrutinised by independent Internal Auditor once a year to ensure controls in place and working. Excel spreadsheet listing all transactions, backed-up monthly. One back up copy kept off site. Testing of income and expenditure from minutes to cashbook, from bank statements to cash book & from minutes to reports etc.	
			Monthly bank balances reconciliations available for inspection together with financial records		
Ensuring all business activities are within legal powers applicable to local councils	N/A	RFO responsibility	Recording in the worksheet the precise powers under	Review of minutes to ensure legal powers in place, recorded and correctly applied.	

			which expenditure is being approved.			
Ensuring that all requirements are met per employment law and Inland Revenue	M/H	RFO/Payroll service responsibility	Regular returns to the Inland Revenue; contracts of employment for Clerk annually reviewed by the personel committee	Professional Payroll Srvices supplier engaged for preparation of monthly quarterley and year end returns to HMRC in view of new "real time" PAYE regime Checks carried out by the Internal Auditor & issues raised in his report.		
Ensuring all requirements are met under Customs & Excise Regs. Especially VAT	L/H		Regular returns of VAT: training the RFO in matters of VAT and other taxation issues	Testing by Internal Auditor may include VAT returns. RFO trained & further training would be provided on request.		
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Ensuring the adequacy of the annual precept within sound budgetary arrangements	L/H		RFO's precept report RFO's year end report Regular Budgetary monitoring statements	Testing arrangements by Internal Auditor Budgetary Control arrangements in place & working		
Proper timely and accurate reporting of council business in the minutes	L/H		Minutes properly numbered, signed by Chair with a master copy kept in safekeeping	Arrangements in place & working		
Responding to electors wishing to exercise their rights of inspection	L/M		Notice of inspection rights placed on 1 notice board just before the annual audit	Arrangements in place & working		
Meeting the laid down timetables when responding to consultation invitation	L/M		Extensions applied for if required, mtgs called if required	Arrangements in place & working		
Proper document control	L/M		In accordance with good practice and standing orders	Arrangements in place & working		
Register of members' interests & gifts & hospitality in place, complete, accurate and up to date	L/H		Procedures in place for recording & monitoring members interests, & gifts & hospitality received. Adoption of codes of conduct for members & employees	Testing of disclosures Arrangements in place & working Model Standing Orders reviewed Annually		