

BAMBURGH PARISH COUNCIL RISK ASSESSMENT

The External Auditors require evidence of Parish Councils having an annual risk assessment. This document has been produced to enable Bamburgh Parish Council (PC) to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risks Identified	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept to carry out Statutory duties	The budget is set and approved followed by the precept being agreed by the full PC.	Annually and periodically reviewed at PC meetings
Banking Arrangements	Inadequate checks Bank mistakes Charges Loss of signatories	All invoices are presented to PC for approval. There are four cheque signatories. Cheques are checked against invoices and signed by two signatories. Regular bank reconciliation by Clerk. PC would choose replacements at next PC meeting as bank takes time to implement changes	Existing arrangements adequate
Salary and expenses	Salary paid incorrectly Unpaid tax to HMRC	Clerk and Village Warden employed. Salary agreed at start of employment. Tax and NI calculated using on-line scales. All wages entered onto online HMRC website. Clerk and Warden has contract of employment. Itemised list of expenses with receipts submitted to PC for approval.	Annual salary review
VAT	Re-claiming	Reclaimed yearly	None
Financial Records/ Accounts and Audit	Financial irregularities	The Clerk is the Responsible Financial Officer and will administer the accounts ensuring correct records are kept and external audits are completed. A monitoring statement is produced for every PC meeting. Records are kept electronically on spreadsheets as well as in an account ledger. Currently a Councillor acts as Internal Auditor & periodically checks the accounts with the Clerk. End of year audit completed by External Accountant and External Audit undertaken by BDO. Transparency Code is now in place, all financial records must be added to the website.	Existing arrangements adequate Annually review comments from BDO

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Best value accountability	Work awarded incorrectly Overspend on services	The PC seeks, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. Contracts monitored by PC.	Review any contracts
Legal Powers	Illegal activity or payments	All activity and payments within the power of the PC are resolved and minuted at PC meetings	Existing procedures adequate
Minutes/agendas /notices	Accuracy and legality Business Conduct	Agendas and minutes are produced and displayed in accordance with legal requirements. Minutes are approved and signed at next PC meeting. Business conducted at PC meetings is managed by the Chair. All minutes are now placed on the website in the public domain and to comply with the Transparency Code	Existing procedures adequate. Members to adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	Declarations of interest by members' standard item on PC Agendas. Register of members interests forms reviewed regularly	Existing procedures adequate. Members take responsibility to update register
Play Park	Injury to infants and members of the public Damage/wear and tear to equipment and surrounding area Theft	Weekly inspections of the play park/equipment carried out by trained members of the Parish Council, electronic completed inspection sheets saved weekly. Annual external inspection safety inspection carried out by reputable safety company. Play Park also covered under annual insurance policy	Regular/weekly reviews/annual inspections. All inspections to be carried out by fully trained people. Annual insurance policy
Insurance	Adequacy Cost	Public Liability, Employers Liability, Officials Indemnity, Fidelity Guarantee, Libel & Slander, Money, Legal Expenses and All Risks covered by Insurance Policy	Review insurance provision and provider annually
Assets	Loss or damage Risk/damage to third parties	An annual review of assets is undertaken for insurance provision. No formal inspection procedures are in place but any reports of damage or faults are reported to the PC and action taken. All assets are insured.	Review asset register annually. Carry out regular inspections.

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Council Records Paper Electronic	Loss through: Theft Fire damage Corruption of computer	The PC records are stored at the home of the Clerk. Records include minutes, insurance, bank records. The documents are stored in lockable cabinets. The PC electronic records are stored on the Council laptop held with the Clerk at her home. Backups of electronic data is made at regular intervals and placed in a DropBox account. All Parish Council Documents will also be placed onto the Councils website to meet the Transparency Code.	Damage (apart from fire) and theft is unlikely and so provision is adequate. Existing procedures considered adequate
Meeting Location	Adequacy Health and Safety Loss of facility	The PC meetings are held in the Pavillion on the Castle Green. The premises and facilities are adequate. Temporary loss of this Hall for PC meetings in the near future needs consideration.	When further details are known a temporary location will need to be found.
Petty Cash	Loss through theft or dishonesty	Payments made by a Councillor & 2 signatures required. Records kept & receipts issued. Internal Auditor reviews annually.	Existing arrangements adequate

Reviewed at meeting held on ...9th May 2016

Signed by ChairJude Aldred.....