

DEVIOCK PARISH COUNCIL

RISK ASSESSMENT 2021

This risk assessment introduces new clauses for payment arrangements and public toilets.

1. INTRODUCTION

1.1 The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

1.2 The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

Service Area	Risk	Recommendation
Insurance contd	Personal Accident.	Continue existing cover: £500,000 per any one person Maximum £2m per incident
Financial Area records and Payroll info.	Loss of data on PC due to system fault Public Liability (statutory) Employers Liability (statutory)	Continue to back up data on weekly basis. Continue existing cover (£10m) Continue to regularly obtain up-to-date versions of program Continue existing cover (£250K)
	Money Loss of services of employee. Fidelity Guarantee	Immediately advertise any vacancy (if permanent loss) and Recommended formula = Total Balances plus 50% Precept Continue with requirement to report all payments to Council for approval.
Administration	Payment arrangements Property	Continue with requirement for signatories to initial cheque stubs Continue with existing cover (£250K)
	Loss of revenue.	Requirement for signatories to pre-authorise payments made by internet banking (to be introduced in 2021/22).
	Officials Indemnity.	Continue with existing cover (£250K)
	Libel & Slander	Continue with existing cover (£250K)
	Reconciliation	Continue with bank reconciliation to be carried out on a regular basis
	Petty Cash	Continue to store petty cash in a locked cash box. Keep only small amounts of cash. Ensure records of petty cash are maintained.
	Cheque / Paying in books	Continue to store Cheque / Paying In Books in a locked draw.
Inadequate monitoring of performance.	Agency advice	Regularly consider budget monitoring report (quarterly)
Parks	Loss of use of outdoor gym equipment.	Continue with memberships of SLCC.
Public Toilets	Public health issues	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out.
		Maintain adequate cleansing arrangements. Review procedures on a regular basis. Additional Covid risk assessments written in 2020 in order to re-open public toilets.
	Last updated 17 th May 2021	

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Service Area	Risk	Recommendation
Precept contd.	Illegal expenditure.	Continue to ensure that all expenditure is within legal powers.
Accounting	Non-standard and/or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor and instigate practice of appointing internal audit committee.
Contracts	Ensure continued value for money coupled with continuity of work.	Adhere to the adopted Financial Regulations regarding the process for awarding contracts.