

Hardingstone Parish Council: Governance Risk Assessment

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	
PRECEPT	Not submitted	L	Minutes	Diary/RFO/Member verify	Annually
	Not paid by WNC	L	RFO to chase payment	Diary/RFO report	Bi-annually
	Adequacy of precept	H	Monthly budget review	RFO/Full Council/F&GP	Monthly
GRANTS/LOTTERY RECEIPTS	Claims procedure	M	Clerk to ascertain available grants	Clerk to inform Council	As and when
	Receipt of grant	M	Full Council Minutes	Clerk to inform Council	As and when
GRANTS APPLIED	Power to pay	M	Minute the power	RFO/Member verify	Annually
	Agreement of council	M	Minute the power	RFO/Member verify	Annually
	Conditions met	L	Use reasonable conditions	Clerk to check	Annually
	Follow up verification	L	Report/receipts to council from groups	RFO to verify	Annually
INVESTMENT INCOME	Adequate return	L	Review annually	Diary/RFO to inform Council	Annually
CHARGES ALLOTMENTS	Rental Invoices	L	Invoice annually	Diary/RFO	Annually
	Cash handling/banking	L	RFO to bank	RFO to bank	Annually
SALARIES	Wrong salary paid	M	Check to contract	Member verify	Monthly
	Wrong hours paid	M	Check to timesheet	Member verify	Monthly
	Wrong pay rate	M	Check to contract	Member verify	Monthly
	Wrong deductions	M	Check to PAYE calculations	Member verify	Monthly
DIRECT COSTS AND OVERHEADS	Goods not supplied	M	Order system/Minutes	Clerk to chase/report to Council	Monthly
	Invoice incorrect	L	Clerk/RFO to check	Member verify	Monthly
	Payment incorrect	M	Signatory initials cheque stubs/checks invoice/online authorisation checks	Member verify	Monthly
	Payment to wrong party	M	Signatory initials cheque stubs/checks invoice/online authorisation checks	Member verify	Monthly
ELECTION COSTS	Invoiced at agreed rate	L	RFO check and consider budget	RFO to check	When needed
VAT IRRECOVERABLE	Claimed within limits	M	Agree returns, submitted on time/Minutes	RFO Verify	When needed

Governance Risk Assessment 2022

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RESERVES GENERAL	Adequacy	L	Consider at budget setting	RFO/member review	Annually
RESERVES EARMARKED	Adequacy	L	Consider at budget setting	RFO/member review	Annually
ASSETS	Loss or damage	M	Annual inspection, update insurance and asset registers	Member verify/RFO update	Annually
	Risk or damage to property or people	M	Review adequacy of Public Liability insurance	RFO/Council	Annually
STAFF	Loss of key personnel		Hours, health, stress/supervision Details of passwords and key information held in locked cabinet in office for Chair in case of emergency	Personnel	Ongoing
	Fraud	L	Fidelity guarantee	Council	Annually
LOSS	Consequential loss due to critical damage.	L	Adequate insurance cover	Diary	Annually/when needed
CASH	Loss through theft or dishonesty	L	Adequate insurance cover/ cash handling procedures		
MAINTENANCE	Poor performance of assets	M	Annual maintenance inspection	Diary	When needed
LEGAL POWERS	Illegal activity or payment	H	Ensure council has adequate powers	Competent trained RFO/Clerk	ongoing
FINANCIAL RECORDS	Inadequate records	L	Ongoing monthly payments and receipts	RFO/Council	monthly
MINUTES	Accurate and legal	L	Review at following meeting		monthly
MEMBERS INTERESTS	Conflict of interest.	M	Update declarations of interest	Member review	When needed