

**SALTWOOD PARISH COUNCIL
RISK ASSESSMENT TOOL 2024/2025**

1. FINANCE AND ADMIN/MANAGEMENT				
Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess /Revise
Business continuity	Council unable to continue its business due to an unexpected circumstance (theft, fire, corruption of computer data etc)	L L	All files and records are kept at the Clerk's home. Clerk makes backups onto two memory sticks. Clerk/Chairman can contact KALC or SLCC for advice in the event of a problem with business continuity.	Procedures adequate
Precept	Adequacy of precept. Amount not received by PC.	L L	Council reviews it's precept requirement annually. It reviews the draft budget by the Dec meeting at the latest and agrees amounts for the budget, the total of which is resolved to be the precept amount to be requested from FHDC The Clerk checks for receipt and reports it to Council.	Procedures adequate
Financial records	Inadequate records Financial irregularities Loss of records through damage, theft, fire, etc	L L M/L	The Council has Financial Regulations which set out requirements The Council has an internal auditor. Payments require one signatory and the Clerk is not a signatory. Backups are made of computer records. Paper files are stored in Clerk's house – not in fire-proof cabinets. Backups made to two memory sticks	Review annually Audit is done annually Procedure adequate.

Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set requirements for banking, cheques and reconciliation of accounts.	Procedure adequate. Review signatories, when necessary, especially after elections.
	Bank mistakes/loss/charges	L	The bank accounts are reconciled quarterly, so errors are found and rectified. Internal audit also checks this.	
Reporting and auditing	Communication	L	The Council use spreadsheets to produce its accounts	Procedure adequate
	Compliance	L	Finance reports are produced quarterly for Council Meetings, are circulated by email and discussed and approved at the Meeting	Procedure adequate
Direct costs/ overhead expenses/debts	Goods not supplied but billed Incorrect invoicing	L	Financial Regulations set out requirements	Procedure adequate. Review Financial Regulations annually.
		L	At each Council meeting, the list of invoices awaiting payment are approved by Councillors	
		L	Council approves the list of requests for payment, before authorising the payments	
VAT	Failure to reclaim	L	VAT is reclaimed on an annual basis	Adequate Adequate
	VAT is reclaimed incorrectly	L	Reviewed by internal auditor annually	
Annual return	Failure to submit within time limits	L	AGAR is completed and submitted to the External Auditor by the Clerk within the prescribed time frame. The return is signed by the Council along with the	Procedure adequate.

			Internal Auditor's report and then sent by the Clerk to the External Auditor within the time limit.	
Salaries and associated costs	Salary paid incorrectly. Wrong NI or PAYE deductions made. Unpaid tax or NI	L L	Salary rates are reviewed annually referencing NALC/KALC guidelines Payroll is outsourced to a qualified 3 rd party provider	Adequate
Data protection	Provision of policy	H	Council currently does not have a policy on data protection nor is it registered with the Data Protection Agency	Adequate
Freedom of Information Act	Provision of policy	H	No policy in place. No requests for information under the FOI Act to date	Adequate

2. ASSETS				
Subject/item	Risk(s) identified	Risk level H/M/L	Management/control of risk	Review/Assess/Revise
Street furniture, play areas, open spaces, noticeboards, office equipment, gates and fences, footpaths	Loss or damage	L	Asset register is kept.	Adequate
	Risk/damage to third party(ies) or to property	L	Insurance in place	Adequate

3. LIABILITY				
Contractors	Not insured or inadequately insured	L	Clarify with any subcontractor that they are insured and obtain copies of certificates and schedules.	Procedure adequate.
Public liability	Risk to third party, property or individuals, including volunteers	M	Insurance is in place up to £10 million.	Review insurance annually.
Employer liability	Non-compliance with employment law	L	Member of KALC so advice can be sought as required	Procedure adequate
Legal liability	Proper and timely reporting via minutes	L	Minutes always received and approved at following monthly meeting	Adequate
	Document control	L	Financial and other documents retained as legally required. Minutes and accounts have to be retained indefinitely, other documents for a lesser period.	Procedure adequate

4. COUNCILLORS PROPRIETY				
Members interests	Conflict of interests	M	Councillors have a duty to declare any interests at the start of every meeting, or as they become known during the Meeting, and these are noted and minuted Register of interest's form is completed by each new councillor. Should be regularly reviewed and updated, as interests change.	Adequate
	Register of interests	M		Councillors to inform Clerk as interests change who advises FHDC