

## FLORE PARISH COUNCIL

Clerk: Mrs Susan Halkett, 16 St Mary's Way, Weedon, Northants, NN7 4QL  
Tel/Fax: 01327 341057 Email: florepc@btinternet.com

### GENERAL RISK ASSESSMENT

Topic	Risk Identified	H/M/L Risk	Management of Risk	Action	Review (in months)
Salaries	Wrong Salary/hours paid	L	Check to minute/timesheet and contract	Internal controller to verify	12
	Wrong deductions	L	Check calculations against HMRC PAYE	Internal controller to verify	12
Direct costs and overhead expenses	Cheque/BACS payments are correct	M	Two signatories initial stub/sign off BACS payments, in agreement with Agenda. Details and amounts are checked monthly by the internal controller and	Two signatories to sign off	12
	Cheque/BACS payments payable to wrong party	M	Checked monthly by the internal controller/ two Cllrs to agree sign off against invoices	Two signatories	12
	Loss of council property	L	List of property kept by clerk	Check against asset register	12
Councillors allowances	Councillor overpaid	L	Chair allowance only paid, to agree with agenda/ minutes and budget figure		12
Grants and Support	Power to pay	M	Minute power unless under GPC		12
	Agreement of Council to pay	L	Agenda and Minute as per meeting agreement		12
	Conditions agreed	L	Use reasonable conditions		12
Reserves – General	Adequacy	M	Consider at budget setting	Discuss at meeting and minute ideas and opinions from all	12
Reserves – Earmarked	Adequacy	L	Consider at budget and final accounts	Discuss at meetings and minute ideas and opinions from all	12
Assets	Loss of damage of council property	M	Quarterly inspection of asset, report to meeting, update insurance and asset registers if necessary		24
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	12

Staff	Loss of key personnel	L	Hours, health, stress, training, long term sickness, early departure	Personal Communication – Contingency – Upper Heyford clerk will cover in an emergency. Computer work backed up on external drive.	24
	Fraud by staff	L	Fidelity Guarantee value	Council	12
Loss	Consequential loss due to damage or third party performance	L	Insurance cover review adequacy	Diary	12
Cash	Loss through theft or dishonesty	L	Insurance cover review to ensure adequacy of Fidelity guarantee, No cash in office, no petty cash.	Diary	24
Maintenance	Poor performance of assets or amenities lose of income or performance	M	Annual maintenance inspection	Diary	12
Borrowing	Adequacy of finances to be able to repay	M	Financial review and cash flow forecasting monthly	Diary	12
Legal powers	Illegal activity or payment	M	Educate council as to their legal powers	Diary	24
Financial records	Inadequate records	L	Clerk and internal controller to check regularly and regular internal audit	Diary	12
Minutes	Accurate and legal	L	Review at following meeting	Diary	12
Members interests	Conflict of interest	M	Update declarations of interest	Diary	12
Precept	Not submitted	L	Full pc minute and clerk to follow up	Diary	24
	Not paid by DC	L	Check and report	Diary	24
	Adequacy of precept	M	Monthly review of budget to actual	Diary	12
Investment income	Receipt when due	L		Diary	12
	Investment policy	L	Review annually	Diary	24
	Surplus funds	L	Review annually	Diary	24

General Data Protection Regulations	Collection of Data	L	Required for specific things, Council needs to be upfront on why it is being collected and what it will be used for	Specific events, specific reasons for collecting data	12
	Storage of Data	M	Stored on computer/External hard drive in secure office, password controlled devices for no longer than agreed time or as necessary	Diary	12
	Processing of Data	L	Lawful process to use as long as it is with the permission of individuals	Diary	12
	Breaches of privacy	M	Computer has up to date anti-virus Electoral Rolls are encrypted Details of any collections of information are deleted, when used and not stored Confidential paper waste is shredded, not just thrown into the bins Staff are trained and up to date with legislation		24

Adopted November 2008

*Amendments*

*May 2013 - Reducing risk from H to M: Legal powers (illegal activity or payment) and Precept (Adequacy of precept)*

*September 2017- inclusion of online banking payments*

*May 2018 – Addition of GDPR*

*May 2019 – general tidy up of wording*