

RISK ASSESSMENT SCHEDULE



Assessment Criteria

Rating: Potential Consequence Score: 1-5
 Likelihood of Happening Score: 1-5
 Severity Level Score – Potential Consequence x Likelihood

Classification: 1-5 Low
 6-10 Medium
 11-15 High
 16-25 Very High

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to Reduce/Minimise/Control Risk
<u>Income</u>						
Precept	Not Submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually between July-November. Finance Committee to consider budget annually in November/December Full Council to determine precept annually in December/January Clerk/RFO to notify Cheshire East in January.
Precept	Not paid by County Council	5	1	5	Low	Clerk/RFO to monitor and report to Council Paid directly to bank account by BACS
Precept	Inadequacy of Precept	5	1	5	Low	The preparation of an annual budget together with the regular monitoring of the budget by the Finance Committee with reports to Council on a quarterly basis.
Charges - Market	Risk of theft/loss of Cash collected – including collection of market rents, storage of cash and reconciliation of cash with recorded income.	5	2	10	Medium	CCTV installed at market, safe in office, Purchase Orders generated for specialist market lettings. Reconcile daily income sheet to cash taken. Two staff to sign all ADI(Analysis of daily income) sheets to confirm income is correct, one of which must be the Duty Manager. Quarterly internal audit.

Charges - Market	Security of Cash during transport.	3	1	3	Low	Cash collection contract with security firm. Reconcile daily income.
Charges - Market	Security of Cash during banking	3	1	3	Low	Only cheques are banked. Reconcile to monthly bank statement.
Charges - Market	Failure to review Fees	3	2	6	Medium	Annual Review of Charges by Council
Charges – Civic Hall/Brookfield Hall	Security of cash collection	4	2	8	Medium	Segregation of duties, installation of cash tills, monitoring of credit card statements, record income daily with quarterly internal audit checks. Reconcile daily income sheet to cask taken with individual tills. Two staff to sign all ADI(Analysis of daily income) sheets to confirm income is correct, one of which must be the Duty Manager.
Charges – Civic Hall/Brookfield Hall	Security of Cash during transport.	3	1	3	Low	Cash collection contract with security firm. Reconciled to daily income.
Charges – Civic Hall/Brookfield Hall	Security of Cash during banking	3	1	3	Low	Only cheques are banked. Reconciled to monthly bank statements.
Charges – Civic Hall/Brookfield Hall	Hiring Charges/Collection	5	2	10	Medium	Responsible staff to ensure that booking forms are fully completed and signed for all casual hirers and regular hirers. Staff to ensure that booking forms correspond with on-line booking system Invoices to be reconciled with hiring fees Facilities Manager to issue invoices
Charges – Civic Hall/Brookfield Hall	Hiring Charges – Review	3	2	6	Medium	Annual Review of charges in January by Council
Charges - Allotments	Tenancy Invoices	3	1	3	Low	Invoices raised automatically by software system and issued on a yearly basis. Payments monitored monthly with bank reconciliation.
Civic Hall	Security of cash collection	4	2	8	Medium	Cash and cheque payments made through the cash office/tills. Refer to security of cash collection under Civic Hall charges above.
Civic Hall	Security of Cash during banking	3	1	3	Low	Only cheques are banked. Reconciled to monthly bank statement.
Ticket Sales	Civic Sales	4	2	8	Medium	Segregation of duties, installation of cash tills, monitoring of credit card statements, record income daily with quarterly internal audit checks. Reconcile daily income sheet to cask taken with individual tills. Two staff to sign all ADI(Analysis of daily income) sheets to confirm income is correct, one of which must be the Duty Manager.
Ticket Sales	Brookfield Sales	4	2	8	Medium	Segregation of duties, installation of cash tills, monitoring of credit card statements, record income daily with quarterly internal audit checks. Reconcile daily income sheet to cask taken with individual tills. Two staff to sign all ADI(Analysis of daily income) sheets to confirm income is correct, one of which must be the Duty Manager.
Loss of Money	Business Interruption	5	2	10	Medium	Insured – Loss
Loss of Money	In Transit	5	3	15	High	Insured for £2,500
Loss of Money	In Premises	5	3	15	High	Insured for £2,500
Loss of Money	In Safe or Strong Room	5	2	10	Medium	Insured for £2,500

Loss of Money	Private Residence of Member or Employee	5	3	15	High	Insure to £350
Loss of Money	Through theft or dishonesty of Staff or Members	5	2	10	Medium	Fidelity guarantee of £500,000.00
Loss of Money	Loss/miss-use of debit card	5	1	5	Low	Fidelity guarantee of £500,000.00. Regular monitoring of budget with reports to council on quarterly basis. The preparation of regular bank/cash reconciliations and their presentation to the Council. Card to locked away when not in use, access only by the Clerk and not to be kept on Clerks person at all times.
Borrowing/Lending	Adequacy of finances to repay loan	5	1	5	Low	Provision made in Annual Budget Policy part of Investment Strategy
Investment Strategy Income/Policy	Investment Strategy Policy	3	2	6	Medium	Policy in place Review Annually
Interest	Interest payments	2	1	2	Low	Check monthly statements to ensure receipt and recorded to correct account. Monthly reconciliation.
Reserves – General	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
Reserves – Earmarked	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
Reserves	Unidentified /Recording	5	1	5	Low	Identified at Budget Setting and Recorded in Final Accounts
Expenditure						
Legal Powers	Illegal Payment or Activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes Ensure compliance with Standing Orders and Financial Regulations.Review of Standing Orders and Financial Regulations on yearly basis.
Salaries/Wages	Wrong Salary Paid	5	2	10	Medium	Staff salaries presented to Council monthly, payroll contracted out to Afford Bond
Salaries/Wages	Wrong Rate Applied	5	2	10	Medium	Reconcile with minutes of National Agreed Rates for Clerks, payroll contracted out
Salaries/Wages	False Employee	5	2	10	Medium	Finance Committee to undertake examination of PAYE records.
Salaries/Wages	Not Accounting for correct deductions of NI, Tax and Superannuation	5	2	10	Medium	Meeting the requirements of Inland Revenue with regard to the payments of NI/PAYE contributions and year end returns. Payroll contracted out to Afford Bond
Salaries/Wages	Loss of data on PC due to system fault	5	2	10	Medium	Back up data on a daily basis (remotely), with maintenance agreement with Prism.
Salaries/Wages	Submission of PAYE records Payments	4	1	5	Low	Returns submitted monthly. Annual Return to be completed electronically.
Direct costs and overhead expenses	Goods not supplied	5	2	10	Medium	Check purchase order against delivery note, review goods received.
Direct costs and overhead expenses	Invoice incorrect	3	1	3	Low	Check arithmetic, check purchase order against delivery note. Check correct VAT calculated. Approved by Clerk/Facilities Manager

Direct costs and overhead expenses	Cheque payable is excessive/ payable to wrong party	3	1	3	Low	All invoices approved by Clerk/Facilities Manager with verification by x2 members
	Loss of stock	4	3	12	High	Review point of sale data, reconcile to stock. Quarterly stock take carried out.
VAT Payment Recovery of	Improper recording of input/output VAT	5	2	10	Medium	Dedicated computer software system in place and analysis sheet provided to local H.M. Customs and Excise in operation
VAT Payment Recovery of	Improper Identification of Non Business Activities	5	2	10	Medium	Dedicated computer software system in place and analysis sheet provided to local H.M. Customs and Excise in operation
VAT Payment Recovery of	Inability to meet quarterly submissions to H.M customs	5	1	5	Low	Systems in place to ensure compliance. Quarterly internal audits
VAT Payment Recovery of	Annual Reconciliation of quarterly returns	5	1	5	Low	Systems in place to ensure compliance. Quarterly internal audits
VAT Payment Recovery of	Partial exemption applied	5	3	5	High	VAT consultant appointed to audit current and previous years accounts. VAT consultant to advise on future capital expenses
Accounting	Non-standard and/or non-compliant records kept. b) Non-compliance with statutory deadlines for the completion/approval/ submission of accounts and other financial returns. c) Non-compliance with internal audit requirements	5	2	10	Medium	Continue to require adequate, complete and statutory financial records and accounts. Continue to ensure that all accounts and returns are completed and submitted by the deadline. Appoint internal auditor
Financial Assistance	Legal Power to contribute	5	2	10	Medium	General Power of Competence approved by Council 2019
Financial Assistance	Compliance with Council Policy	5	1	5	Low	Educate/Remind members of Policy. Finance Committee consider applications and recommendations minuted. Approved by Council and minuted.
Financial Assistance	Overspend	5	2	10	Medium	Clerk/RFO to monitor monthly
Mayors Allowances	Over/Under payments to Members	4	1	5	Low	Members to complete and verify standard attendance/claim form.
Mayors Allowances	Maintain proper records	3	1	3	Low	Standard claim forms in place.
Other						
Assets	Loss/Damage thereof	5	2	10	Medium	Regular inspection of Civic Hall, market/toilets Brookfield. Insure against all risks. Planned maintenance program developed.
Assets	Risk or damage to third party property or individuals	4	2	8	Medium	£10,000,000 Indemnity of Public Liability in place. Review annually. Preparation of risk assessments for the works undertaken by and on behalf of the Council. Regular maintenance of assets and equipment of the Council. H&S Contractor appointed.
Assets	Security of Buildings and Equipment	5	3	15	High	Shift duty managers in place at Civic Hall, CCTV in place at Civic Hall and Market. Buildings alarmed.
Assets	Asset Register	5	2	10	Medium	Update Asset Register annually

Assets	Maintenance	5	3	15	High	Undertake repair and maintenance – Ongoing through planned maintenance program
Insurance	Public Liability, Employers Liability, Money, Fidelity Guarantee, property, loss of revenue, officials indemnity, libel and slander, personal accident	5	1	5	Low	Continue existing cover and review annually.
Staff	Insufficient to deliver service	5	4	20	Very high	Review Staff Structure
Staff	Loss of key personnel – through ill health, retirement, long term sickness or even death	5	3	15	High	Review staff structures, working hours, duties and responsibilities as a matter of urgency. Immediately advertise vacancy and request help from remaining employees to cover temporary loss.
Consultations	Meeting of deadlines for response	3	4	12	High	Appoint working group to consider consultative documents
Document Security	Appropriateness of existing facilities	5	4	20	Very High	fire resistant cabinets storage by electronic means with Prism Deposit historical records with County archives.
Financial Records	Inadequate Records	5	1	5	Low	Dedicate software package for Town and Parish Council in use. Support agreement in force with provider. Financial records updated monthly and backed up remotely.
Minutes	Accurate and Legal	5	1	5	Low	Reviewed, signed and dated at following meeting.
Health and Safety Risk Assessment	Failure to identify	5	5	25	High	Independent Health and Safety Consultant engaged to advise Council report to hand and implementing recommendations. Ongoing
Disability Discrimination Issues	Failure to identify and implement adaptations	5	5	25	High	Independent Consultants engaged to identify alterations, improvements to comply with legislation
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	3	1	3	Low	Register of Interest file held and implemented. Declaration of Office signed by all members and copies held by Council. Published on Town Council Website.
Code of Conduct	Adoption of Code of Conduct	5	1	5	Low	Code of Conduct adopted by Council and implemented. Employee code of conduct implemented.
GDPR	Not meeting requirements of new Regulations	5	3	15	High	Clerk carrying out pre audit survey, data protection audit, data protection report and action plan, provision of DP and retention policy
Contracts	Risk of complaint if a contract is unfairly awarded	3	1	3	Low	Adoption of standing orders and financial regulations covering the awarding of contracts and the issue of instructions to undertake works.
	Ensure continued value for money coupled with continuity of work.	3	2	6	Low	Approve the practice of seeking tenders for works and any future developments by advertising in local press and issuing specifications and tender documents to contractors expressing an interest. Tenders to be opened by the Mayor and Clerk and reported to next available Council meeting.