

WAVENDON PARISH COUNCIL - RISK ASSESSMENT

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Actions Required / Taken
1. To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct.	1. Lack of knowledge of regulations and codes.	Ensure that all Councillors have copies of Code of Conduct, and Standing Orders. Highlight essential parts and provide training where possible.	Chairman Clerk	All Documentation is available to view on the website via the following link. www.wavendonparishcouncil.co.uk/publications
	2. Absence of standing orders	Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.	Chairman Clerk	The latest version of S/O's were reviewed and adopted at meeting held on the 15/09/14. Currently being updated by the Clerk.
	3. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	Ensure that all councillors are aware of financial regulations re estimates and full tender procedures.	Chairman All councillors Clerk	See WPC F/R's that were reviewed at meeting held on the 16/06/14. Currently being updated by the Clerk.
	4 Payments made without prior approval and adequate control.	Introduce practice of estimates for all purchases over an agreed figure.	Clerk	See WPC F/R's that were reviewed at meeting held on the 16/06/14. Currently being updated by the Clerk.
	5. Lack of control of signatories to cheques.	Ensure all payments are approved in Council meetings and recorded in minutes. Keep cash payments to a minimum, and avoid if possible.	Clerk	See WPC F/R's that were reviewed at meeting held on the 16/06/14. Currently being updated by the Clerk.
2. To identify and regularly review the Council's priorities.	1. Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement.	All councillors to be made aware of need for objectives and identification of risk. Attend training sessions if practicable.	Chairman Clerk))))
	2. Lack of commitment by council members	Add risk assessment to agenda at least quarterly, reviewing particular items, and results against those items.	Chairman Clerk)) A Risk Assessment will be

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	3. No risk analysis carried out.	As at 1 above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission.	Chairman Clerk	completed at least once a year as part of the Annual Return Submission.)))))
	4. No steps taken to combat identified risks	As at 2 above.	Chairman Clerk	
3. To influence other council departments and Government organisations to fulfil the requirements of the Parish population.	1. Lack of effective lines of communication with other organisations.	Note all communication lines which are essential or beneficial and make information available to all councillors Establish contacts by name and where possible face-to-face.	Chairman Clerk	MKC are contacted as required for guidance and support.
	2. Lack of effective lines of communication with parishioners.	Take every opportunity to publicise role of Parish Council. Create Parish newsletter if none exists. Effective use of Notice Boards and "fliers". Use key issues to raise profile of PC and to test parishioner's views. Add social event to occasional meeting. Create Annual PC plan and put to parishioners for comment.	Chairman	A Parish Newsletter is published 4 times per year. A Neighbourhood Plan is being developed with support from Milton Keynes Council and Consultants.
	3. Lack of preparation on subjects requiring influence.	Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion.	Chairman Vice-Chairman Clerk	This is provided by the Chairman / Vice-Chairman / Clerk.
	4. Lack of confidence by Parish Councillors.	As at 1 above. Experienced councillors to assist newcomers to establish essential contacts. Delegate responsibility for specific contacts to individual councillors	All Councillors	This has been adopted and is currently working.
4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide	1. Lack of knowledge of possible culpability of councillors.	Creation of standing orders and familiarisation with those where greatest risk occurs.	Clerk All Councillors	S/O's were reviewed at meeting held on the 15/09/14. Currently being updated by the Clerk.

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adequate insurance cover for all possible risks.	2. Lack of education of Councillors regarding culpability.	As at 1 above. Delegate responsibility to one or two councillors to assist newcomers to understand culpability. Attend any training courses available.	Chairman / Clerk	This is provided by the Chairman / Vice-Chairman / Clerk.
	3. Inadequate insurance cover taken out – property, personal liability, employer's liability.	Review risk assessment by including on agenda of PC meetings at least quarterly. Delegate responsibility for keeping up-to-date with insurance requirements to an individual councillor.	Clerk	Clerk to ensure that this is covered as an agenda item when necessary.
5. To keep appropriate books of account accurately and up-to-date through out the financial year.	1. Lack of knowledge of accounting requirements	Ensure that all councillors are familiar with current financial regulations and include them in standing orders. Regularly review standing orders.	Chairman / Clerk	S/O's and Financial Regulations were reviewed at meeting held on the 16/06/14. Currently being updated by the Clerk.
	2. Lack of commitment to accounting requirements.	Appoint the RFO to take overall responsibility for financial management. As at 1 above. RFO to produce financial reports at all meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly.	Clerk	Clerk has been appointed as RFO. Financial reports are reviewed at every Parish Council meeting. Internal Audit reports are reviewed annually as part of the Annual Return.
	3. Bank charges unnecessarily incurred	RFO to carry out regular inspection of books of account. Internal audit to be undertaken periodically during the current financial year.	Clerk / Chairman	Nominated Councillor to review accounts every 6 months at the end of September and March.
	4. Inaccuracies in recording amounts totals in books of account, and bank reconciliations.	RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Regular internal audits to advise on internal controls required.	Clerk / Chairman	Nominated Councillor to review accounts every 6 months at the end of September and March.
	5. Inaccuracies and interest losses caused by account transfers.	Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest bearing account.	Clerk	We have two accounts and these are reviewed on a monthly basis.

<p style="text-align: center;">WAVENDON PARISH COUNCIL - RISK ASSESSMENT</p>

	6. The most beneficial interest terms not being employed.	Ensure that favourable interest rate is obtained in deposit accounts and review against alternatives, but bearing in mind the risks in changing accounts.	Clerk	We have two accounts and these are reviewed on a monthly basis.
	7. Inadequate control of cash receipts and payments.	Avoid cash payments and receipts if possible. Where cash payments and receipts are unavoidable use a properly controlled petty cash account with a set maximum balance.	Clerk	N/A.
	8. Books of account not kept up to date/ invoices not posted promptly.	Regular checks by RFO and internal auditor. Financial reports at all PC meetings.	Clerk	Books are checked on a monthly basis by the Clerk and are reviewed by a nominated Councillor every 6 months.
	9. Internal controls not in place or not operated.	As at 8 above.	Clerk	
	10. Payments missed or delayed due to inadequate filing of invoices.	As at 8 above.	Clerk	Books are checked on a monthly basis by the Clerk and are reviewed by a nominated Councillor every 6 months.
	11. Clerk taken ill or leaves without replacement	Appoint a councillor as RFO to be familiar with all aspects of financial matters.	Clerk / Chairman	Chairman to stand in as a substitute if required.
6. To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.	1. Lack of knowledge of wishes of residents.	As at 3.2. Ensure residents are consulted on all major financial issues.))
	2. Use of funds not giving value for money.	Effective budget planning processes. Creation of annual plan after consultation process. Creation of outline 2/3 year plan.))
	3. Use of funds not in accordance with the wishes of the residents	As at 2 above Appointment of RFO to create effective financial management. Internal audit checks to cover consultation process.) Chairman Vice-Chairman Clerk) The Precept is managed on a monthly basis and the agenda is available for all residents to view on the Notice Boards and can attend the meetings if they wish. Also meeting dates and agenda are available to view on Wavendon Parish Council's website.
	4. Charges for use of facilities inadequate.	Effective financial management by RFO. Internal audit checks.))
	5. Fund raising not properly controlled or not in accordance with regulations.	All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.))))))))

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<p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.</p>	<p>1. Lack of knowledge of budgetary process, and Council regulations.</p> <p>2. Lack of commitment to budgetary process.</p> <p>3. Inadequate consideration of requirements for annual precept.</p> <p>4. Calculation not in accordance with Council regulations.</p> <p>5. Inadequate internal controls with regard to monitoring expenditure.</p> <p>6. Reserves too low.</p>	<p>Include regulations in Standing Orders issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing budgetary process to one councillor or to councillor appointed as RFO</p> <p>As at 1. above Involve all councillors in budgetary process not solely the clerk.</p> <p>Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing budgetary process to one councillor or to councillor appointed as RFO Start consideration of calculation at least 4 months prior to submission date</p> <p>Create annual and 2/3 plans to assist in process.</p> <p>Checks by RFO and Internal Auditor.</p> <p>Checks by RFO and Internal Auditor. Financial and budget progress reports to all PC meetings. As at 5 above.</p>	<p>Chairman / Clerk</p> <p>Clerk / Chairman</p> <p>Clerk / Chairman</p> <p>Clerk / Chairman</p>	<p>)</p> <p>)</p> <p>)</p> <p>This issue is reviewed at the half year stage by all Councillors and in November and January when budgets are set.</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>This happens in November and January each year when budgets are set.</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Conducted on a six monthly basis in September and March.</p> <p>Monitored on a monthly basis.</p>
<p>8. To explore all possible sources of income, and to ensure that expected income is fully received.</p>	<p>1. Lack of knowledge of possible sources of income e.g. grants.</p> <p>2. Lack of commitment to pursue possible sources of income.</p> <p>3. Receipts not banked or not banked promptly.</p>	<p>Appoint a councillor as Grants Officer to gain experience of all grants available and application procedures.</p> <p>As at 1.</p> <p>Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks.</p>	<p>Chairman Clerk</p> <p>Chairman Clerk</p> <p>Clerk / Chairman</p>	<p>)</p> <p>)</p> <p>To be addressed when required.</p> <p>)</p> <p>)</p> <p>)</p> <p>Reviewed monthly.</p>

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	4. Debts not pursued promptly.	As at 3 above.	Clerk / Chairman	N/A
	5. VAT claims not made promptly or made incorrectly.	Ensure Clerk has appropriate and up-to-date VAT official publications. Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks.	Clerk / Chairman	VAT claim to be submitted yearly or every six months if necessary.
9. To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored.	1. Inappropriate rate of pay to employees.	Ensure employee regulations are available and understood by Clerk Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks	Chairman Vice-Chairman Clerk	Salary to be paid in accordance with National published Salary Scales.
	2. Tax and NI arrangements not in accordance with regulations.	As at 1 above.	Clerk	Clerk to ensure that all rules are followed. Clerk has run a PAYE System from 01/04/11.
	3. Amounts paid to contractors not in accordance with contract and inadequately monitored.	Internal audit checks Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Appoint councillor to monitor contract work carried out.	Clerk	This is reviewed on a monthly basis at Parish Council meetings.
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	1. Lack of knowledge of Council regulations and procedures. 2. Late or non- submission of annual accounts. 3. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements. 4. Inadequate audit trail from records to final accounts.	Include financial regulations in Standing Orders. Attend training seminars where available. Include a time table in Standing Orders. RFO to monitor progress against timetable and report to PC meetings. Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks As at 3 above.)))))) Chairman Clerk)))))))))))) Year end accounts are prepared by the Clerk and are reviewed at the April or May meetings. These are subject to an annual internal audit and are signed off at the June meeting and submitted as part of the Annual Return.))))

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<p>11. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained.</p>	<p>1. Lack of knowledge of assets of Parish Council.</p> <p>2. Assets lost or misappropriated</p> <p>3. Inadequate or inaccurate valuation of the council's assets.</p> <p>4. Asset register not established or inadequately maintained.</p>	<p>Ascertain and record all assets for which Parish council is responsible. Create permanent asset register.</p> <p>Establish who is responsible for security and maintenance of each asset. Appoint councillor responsible for regular monitoring of location and use of assets.</p> <p>Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks.</p> <p>Create asset register in accordance with Audit Commission requirements.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Reviewed annually as part of the Internal Audit and Annual Return submission.</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>
<p>12. To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc.</p>	<p>1. Lack of knowledge of applicable legislation</p> <p>2. Lack of public awareness of applicable legislation.</p> <p>3. Failure to comply with applicable legislation.</p>	<p>Clerk to have all appropriate legislation available. Review liabilities and responsibilities periodically at PC meetings.</p> <p>Include, as appropriate, in any public consultations.</p> <p>As at 1 above</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>)</p> <p>Clerk to ensure that he/she are up to date with current legislation and include as agenda items, when required.</p> <p>)</p> <p>)</p>
<p>13. To carry out adequate safety checks on all buildings, properties, and equipment for which the council is responsible.</p>	<p>1. Lack of information on properties, buildings and equipment.</p> <p>2. Lack of knowledge of safety requirements.</p> <p>3. Lack of commitment to carrying out safety checks.</p>	<p>Ensure that all current legislation and advice is held by Clerk. Include in asset register all properties for which PC responsible.</p> <p>Ensure that all current legislation and advice is held by Clerk. Place subject as item on PC meeting agenda at regular intervals.</p> <p>As at 2 above. Delegate responsibility for particular properties to individual councillors.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>)</p> <p>)</p> <p>The main asset is the Community Centre and any issues are covered at the regularly held meetings of the Community Centre Executive Committee. Also an update is provided as an agenda item at each Parish Council meeting.</p> <p>)</p> <p>)</p>

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	4. Complete a review of all trees that are under the control of the Parish Council	Ensure that a safety check is conducted at least once a year.	Clerk	No reported problems as at 16/07/18.
	5. Complete a review of the three Bus Shelters under the ownership of the Parish Council.	Ensure that these are checked at least on a six monthly basis.		These were check by the Clerk in July 2018. <u>Shrub required clearing but they are in need of a wood preservative applying.</u>
	6. Ensure that MKC carry out safety checks on the Play Equipment on the Recreation Ground.	These are inspected every six weeks by MKC and any problems highlighted by them to the Clerk.	Clerk.	No reported problems as at 16/07/18.
	7. Complete a review of the benches under the ownership of the Parish Council.	Ensure that these are checked at least on a six monthly basis.		Two benches are in need of attention. <u>See attached photos.</u> One in front of the Community Centre and one on St Marys Green. <u>They are in need of a wood preservative applying plus another three.</u>
	8. Undertake regular safety checks to the 4 Notice Boards.	Ensure that these are checked on a six monthly basis.	Clerk.	<u>Two require replacing and the Clerk is currently obtaining quotations which will be funded via the tariff.</u>
	9. Undertake regular checks to the boundary fences on the Recreation Ground.	Ensure that these are checked on a six monthly basis.	Clerk	No problems identified.
	10. Community Centre Car Park.	Ensure that these are checked monthly.		Requires attention. <u>Clerk to obtain quotations.</u>
	11. Community Centre Paths	Ensure that these are checked monthly.		No problems identified.
	12. Slabs in front of Community Centre	Ensure that these are checked monthly.		No problems identified.
	13. Pavements in St Marys Close	To be checked on a regular basis.		These are regularly covered in moss, check current status 16/07/18.

