

**AYLESHAM PARISH COUNCIL  
RISK ASSESSMENT**

<b>1. FINANCE AND ADMIN/MANAGEMENT</b>				
<b>Subject/item</b>	<b>Risk(s) identified</b>	<b>Risk level H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance (theft, fire, corruption of computer data)	L	All files and records are kept in locked filing cabinets and cabinets in the Parish Council Office. All office staff make weekly backups onto external hard drive and Microsoft OneDrive.  Chairman can contact KALC OR SLCC for advice in the event of a problem with business continuity.	Procedure adequate
Precept	Adequacy of precept.  Requirements not submitted to DDC. Amount not received by PC.	L  L L	Council reviews the precept requirement annually, by the January meeting. It reviews the current budget, the budget headings for the following year and the precept amount to be requested from DDC at the November Finance Committee meeting.  The precept amount to be requested from DDC. The precept Demand Notice is then submitted by the Clerk to DDC by email at their request.	Procedure 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. Cheques and electronic payments require two signatories. Clerk is not a signatory. Backups are made weekly of computer records onto an external hard drive and Microsoft OneDrive. Paper files are stored at the Parish Council Office – not in fire-proof cabinets. Backups are stored at a separate location.	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. Cheques and electronic payments require two signatories. The bank accounts are reconciled by the Clerk on receipt of statements each month to ensure any errors are found immediately and rectified. Internal audit also checks this.	Procedure adequate. Review signatories when necessary, especially after elections.
	Bank mistakes/loss/charges	L		
Reporting and auditing	Communication	L	The Council uses a dedicated accounting software RBS (Rialtas Business Solutions). Reconciliation statements are produced from RBS monthly and presented to Council quarterly. These are then discussed and approved at the meeting.  Annual internal audit	Procedure adequate
	Compliance			Procedure adequate
Direct costs/ overhead expenses/debts	Goods not supplied but billed. Incorrect invoicing	L L	Financial Regulations set out requirements. At each Council meeting, the list of invoices awaiting approval is distributed to Councillors and considered. Council approves the list of requests for payment, before two signatories approve payments online. These are covered by presentation of receipts to Parish Clerk/RFO, who then adds the payment to the monthly electronic payment schedule in accordance with procedure above.	Procedure adequate.  Review Financial Regulations annually.
	Members expenses	L		
VAT	Failure to reclaim.	L	VAT is reclaimed quarterly. Reviewed by internal auditor annually.	Adequate
	VAT is reclaimed incorrectly	L		Adequate
Annual Governance & Accountability Return (AGAR)	Failure to submit within time limits	L	The AGAR Accounting Statement is completed by the Parish Clerk/RFO and submitted to the Internal Auditor. The Internal Auditor then reviews and completes the Annual Internal Audit Report. The Governance Statement is signed by the Council and the Parish Clerk/RFO then submits the completed	Procedure adequate.

			AGAR and any supporting documents to the External Auditor within the statutory time limit.	
Charges – rentals receivable	Non-receipt of Rent	M	Parish Clerk/RFO invoices the tenant in April each year and the rent is chased if not received.	Procedure adequate.
Salaries and associated costs	Salary paid incorrectly. Wrong NI or PAYE deductions made. Unpaid tax or NI	L	Salary rates should be assessed annually/NALC/KALC Payroll is outsourced and detailed payslips, P11's and P32's are received by email monthly. The Parish Clerk/RFO submits Tax and NI contributions to HMRC on a quarterly basis. The Parish Clerk/RFO, Assistant Clerk, Administration Officer, and Caretaker keep timesheets and have a job description.	Contract in place for Parish Clerk/RFO, Assistant Clerk, Administration Officer, and Caretaker.
Data Protection	Provision of policy	M/L	Council has policies on data protection and is registered with the Information Commissioner's Office.	Procedure adequate. Review Annually in March.
Freedom of Information Act	Provision of policy	L	Policy adopted at the May 2022 Council Meeting.	Review annually.

<b>2. ASSETS</b>				
<b>Subject/item</b>	<b>Risk(s) identified</b>	<b>Risk level H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Street furniture, play areas, open spaces, noticeboards, office equipment.	Loss or damage Risk/damage to third party(ies) or to property	L	Asset register is kept.	Updated March 2023. Insurance is reviewed annually. The agreed weekly inspections process being followed. An annual inspection is carried out by an
		L	Weekly checks are made of recreation areas by Caretaker and reports filed in the office. Any faults/safety aspects that are recorded in inspections are then recorded in an excel spreadsheet by the Administration Officer so	
		L		

		L	<p>that the Council has a clear record of when they were identified to then repaired.</p> <p>The play parks are inspected by an external inspector annually.</p> <p>Officer's monitor noticeboard and office equipment.</p>	<p>independent RoSPA qualified inspector. Quarterly inspections for the rest of the year following the annual inspection are carried out by an independent company Safeplay Playground Services Ltd.</p> <p>New noticeboard to be installed in Market Square. Procedure adequate.</p>
--	--	---	---	---

<b>3. LIABILITY</b>				
Contractors	Not insured or inadequately insured	M	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.	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.	Procedure adequate
Legal liability	Proper and timely reporting via minutes Document control	L L	Minutes always received and approved at following monthly meeting Financial and other documents retained as legally required. Minutes and accounts have to be retained indefinitely, other documents for a lesser period.	Adequate  Procedure adequate – see NALC Legal Topic Note 40

<b>4. COUNCILLORS PROPRIETY</b>				
Members interests	Conflict of interests	M	Councillors have a duty to declare any interests at the start of every meeting and these are noted and minuted. Each new councillor completes a Notification of Disclosable Pecuniary Interests form. Which is regularly reviewed and updated, as interests change.	Adequate
	Register of interests	M		Councillors to inform Clerk as interests change.