

# Deene & Deenethorpe Parish Council Risk Assessment Policy



This document aims to identify all potential risks relating to Deene and Deenethorpe Parish Council and how they are minimized.

**Financial**

<b>Risk identified</b>	<b>H/M/L</b>	<b>Management of risk</b>
Risk of funds being unavailable due to Clerk's unauthorized removal/mismanagement	L	<ul style="list-style-type: none"> <li>• Fidelity guarantee insurance held by Council with Zurich</li> <li>• All expenditure to be approved at council meetings (open to public inspection)</li> <li>• Requirement for one Councillor to access Unity Website to approve payments or 2 Councillors to sign all cheques, and to initial the cheque stub and relevant invoice to confirm the details are the same</li> <li>• Non-budgeted expenditure must be approved at a council meeting</li> </ul>
Risk of precept request not being submitted	L	<ul style="list-style-type: none"> <li>• Records regularly checked by the Responsible Financial Officer</li> </ul>
Risk of precept not being paid by ENC	L	<ul style="list-style-type: none"> <li>• Records regularly checked by the Responsible Financial Officer</li> </ul>
Risk of precept being insufficient to cover Parish Council expenses	L	<ul style="list-style-type: none"> <li>• Quarterly review of budget to actual spending by the Responsible Financial Officer</li> <li>• Parish Council have been building reserves as recommended by Internal Audit and now hold enough to cover a year expense should for some reason no precept being received.</li> </ul>
Risk of inadequate financial records being maintained	L	<ul style="list-style-type: none"> <li>• Records regularly checked by the Responsible Financial Officer</li> </ul>
Risk of cheque payments being incorrect	L	<ul style="list-style-type: none"> <li>• Requirement for signatories to initial the cheque stub and relevant invoice to confirm the details are the same</li> </ul>

Approved by Deene and Deenethorpe Parish Council:		
Signature of Chairman		Date: 23 <sup>rd</sup> May 2022
Signature of the Clerk		Date: 23 <sup>rd</sup> May 2022

## Non-Financial

<b>Risk identified</b>	<b>H/M/L</b>	<b>Management of risk</b>
Risk of harm to public using bench & notice boards within the village	L	<ul style="list-style-type: none"><li>• Public liability insurance held by the Council with Zurich</li><li>• Regular inspections by Parish Councillors</li></ul>
Risk of damage to bench & notice boards within the village	L	<ul style="list-style-type: none"><li>• Insurance held by the Council with Zurich</li><li>• Regular inspection by a parish Councillor</li></ul>
Risk of minutes of meeting not being accurate or legal	L	<ul style="list-style-type: none"><li>• Minutes reviewed and agreed at the following meeting</li></ul>
Risk of there being a conflict of a member's interests	L	<ul style="list-style-type: none"><li>• Update of declarations of interest</li></ul>
Risk of loss of key personnel (Chairperson and Clerk)	L	<ul style="list-style-type: none"><li>• Vice Chairperson appointed to act in Chairperson's absence</li><li>• Councillors familiar with work of the Clerk</li></ul>
Risk of the Council acting beyond its legal power	L	<ul style="list-style-type: none"><li>• All Councillors and Clerk provided with details of powers Where there is doubt, no actions taken without reference to NORTH NORTHAMPTONSHIRE COUNCIL AND NORTHANTS CALC</li></ul>

Approved by Deene and Deenethorpe Parish Council:		
Signature of Chairman		Date: 23 <sup>rd</sup> May 2022
Signature of the Clerk		Date: 23 <sup>rd</sup> May 2022