



Parish Council

# **Report RPC/2023/01**

## **Annual Risk Assessment**

### **Summary:**

This report brings to the attention of the Parish Council the findings of the annual risk assessment undertaken as part of the end of year preparation for the Annual Internal Audit.

### **Recommendations:**

- 1. To receive and note Report RPC/2023/01**
- 2. To receive and note the Annual Risk Assessment**

### **Reasons for Recommendations:**

The Parish Council is required as part of its annual governance process to undertake a review of the actual and potential risks that face the Parish Council in terms of its assets and/or its processes.

### **Introduction:**

The general risk assessment is based on the assets of the Parish Council as well as the processes it undertakes, each item is looked at individually and there is no priority within the list.

General Risk Assessment for Ruckinge Parish Council

No	Item	Hazard	Those in Danger	Severity 1 – 10	Likelihood 1 – 10	Risk Rate	Measures/comments	Result
1	Bromley Green play area	Play equipment Vandalism Cost of replacement	Injury to people using Play Equipment	8	4	32	Weekly visual inspection of play area,  Annual inspection carried out by ROSPA  Dated insurance including public liability	U
2	Trees on Carters Field	Falling branches/ Debris	Injury to pedestrians, pets and vehicles	8	4	32	Weekly visual inspection of trees  Dated insurance including public liability	U
3	Noticeboard at Bromley Green	Vandalism Impact damage Cost of replacement	Pedestrians	4	1	4	Dated insurance including public liability  Make contingency provision in Parish Council reserves	A
4	Noticeboard at Ruckinge Village Hall	Vandalism Impact damage Cost of replacement	Pedestrians	4	1	4	Dated insurance including public liability  Make contingency provision in Parish Council reserves	A

5	Picnic bench	Vandalism Impact damage Cost of replacement	Pedestrians	4	4	16	Dated insurance including public liability  Make contingency provision in Parish Council reserves.	A
6	Laptop	Cost of replacement Repair cost Accidental damage	Clerk Councillors Parishioners	4	4	16	Dated insurance including public liability  Make contingency provision in Parish Council reserves	A
7	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation of neighbourhoods Lack of resource Possible meeting inquorate	Members	2	2	4	Actively publicise Council activities seek candidates amongst friends and colleagues publicise elections & vacancies on noticeboards  Publicise elections & vacancies in Parish newsletter and website	A
8	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	1	3	3	Issue annual meeting calendar to all members  Issue meeting agendas promptly record attendance  Contact members who fail to attend meetings	A
9	Lack of public consultation by Council	Decisions not based on evidence	Members	1	2	2	Ensure meetings publicised on noticeboards	A

		People disenfranchised					Use Annual Parish Meeting place articles in parish magazine consider leafleting include public participation on all agendas  Ensure seating available at meeting for public  Provide advice for members of the public attending  Publish agendas and minutes on website	
10	Failure to respond to electors wishing to exercise right of inspection	Complaints received  Not transparent  Non compliance	Clerk	1	2	2	Clerk to advertise facility, and respond to requests	A
11	Members acting alone outside meetings	Members outside compliance  Indemnities invalid  Personal risk	Members	2	2	4	Obtain and read 'Good Councillors Guide' avoid making commitments on behalf of the Council attend relevant training course	A
12	Council decisions not implemented	Confidence undermined  Reputation risk arises  Possible losses	Clerk	1	4	4	Clerk to publish marked unapproved minutes to be considered at next meeting	A
13	Inaccurate, untimely, improper minutes	Poor decisions in future  Poor evidence for decisions	Clerk	1	3	3	Clerk to check minutes with councillors not more than 7 days after meeting  Minutes published unapproved	A

14	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	2	2	Clerk to establish filing and retrieval system Clerk to enforce document version control	A
15	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members clerk	1	2	2	Members to review standards regime	A
16	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review standards regime	A
17	Failure to complete/submit Annual Return on time	Poor auditors report Public confidence suffers	Clerk	1	3	3	Clerk to maintain diary	A
18	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk	1	3	3	2015 national model adopted, separate financial regs Clerk adequately trained	A
19	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk	1	4	4	External hard-drive monthly back up	A
20	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	2	2	4	Locum panel of experienced Parish Clerks provided by the Society of Local Council Clerks able to assist in an emergency	A
21	Lack of professional advice	Poor decisions Costs and waste Possible non-compliance	Clerk	2	2	4	Maintain membership of KALC and SLCC	A

22	Lack of defined objectives or strategy	Resources not directed Poor performance Risks not base lined	Members	1	2	2	Council to produce an agreed 3 year Corporate plan	A
23	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Members	1	3	3	Maintain close contact with local residents, advertise parish meetings to obtain residents' feedback.  Use questionnaires to identify local wishes  Publicise plans and invite comments  Review local papers, especially correspondence sections use events to seek views and feedback	A
24	Financial	Misappropriation of Council Funds Financial loss	Public services	1	2	2	All banking arrangements and changes to banking services approved by the Council and recorded in the minutes  Pay invoices by cheque/internet banking  Cheques only signed at Council meetings  Two signatures on all cheques and online payments to be authorised by two signatories	A

							Annual scrutiny of all financial records by internal auditor  All changes in banking instructions, mandates etc. to be in writing with a hard copy kept on file	
25	Income  Ensuring that all requirements are met under custom & excise regulations	Unable to fulfil responsibilities	Public services	1	2	2	Ensure Council understands and complies with current VAT legislation	A
26	Orders for work, goods and services  Monitoring of performances against agreed standards under partnership arrangements	Unable to fulfil responsibilities	Public services	1	2	2	Reviewed at internal audit	A
27	Lack of public participation at meetings	Public voice not heard  Potential lack of interest in vacancies  Lack of transparency	Members	1	2	2	Ensure meetings publicised on notice board  Place articles in local parish magazine include public participation on all agendas  Ensure seating available at meeting for public provide advice for members of the public attending publish agendas and minutes on website	A

28	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Members	1	3	3	Clerk to intervene at meetings review all press releases or newsletter articles before release  Adequate insurance cover	A
29	Bad publicity	Reduces confidence	Members Clerk	1	3	3	Review all press releases or newsletter articles before release manage press relations	A
30	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	2	4	Maintain insurance Playground inspection regime established.	A
31	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	2	6	Maintain inspection regime Maintain insurance Liaison with Police	A
32	Loss to third parties	Possible litigation Costs/damages	Clerk	1	3	3	Review Health & Safety ensure adequate insurance  Check contractors insurance	A
33	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change	A
34	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk	1	3	3	Clerk to respond to Ashford Borough Council notices  Agenda item for Members to consider and approve	A



35	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and Members to build sound budget, using risk register and known commitments.  Members to consider Reserves Policy built into Financial Regulations	A
36	Failure to account for and recover VAT	Wasted resources	Clerk	1	3	3	Clerk to review  Internal auditor to check	A
37	Failure to stay within agreed budgets	Inadequate control	Members	1	1	2	Clerk to review  Internal auditor to check Reserves Policy to mitigate short-term impact of loss	A
38	Holding excessive or inadequate reserves	Auditors report  Poor use of resources  Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting  Reserves policy to set percentage of precept  Council to review size of Reserves	A
39	Fraud by Clerk	Reputation  Costs, litigation	Clerk	1	3	3	Adequate internal audit  Regular reporting to members  Control systems for managing expenditure	A
40	Fraud by members	Reputation  Costs, litigation	Clerk	1	3	3	Adequate internal audit  Regular reporting to members	A

							Control systems for managing expenditure	
41	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	maintain membership of KALC Clerk to train	A
42	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of KALC Clerk to maintain training Liaise with internal and external auditors	A
43	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review Internal audit to review	A
44	Improper financial records	Potential for wasted resources	Clerk	1	2	2	Internal audit to review	A
45	HMRC requirements not met	Costs litigation	Clerk	1	3	3	Clerk to liaise as necessary	A
46	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external audit	A
47	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A
48	Village Hall	Vandalism Fire Electrical failure	Users of the hall	2	4	8	Dated insurance policy including public liability. Separate risk assessment carried out annually	A

Key: T = Trivial Risk A = Adequately controlled risk N = Not adequately controlled U = Unable to decide (more information required)

## Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple death (10)	Single Death (8)	Major injury (6)	Lost Time Injury (4)	Minor injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very unlikely (1)	10	8	6	4	2	1
Score	Priority	Action				
1 – 16	Low	Action is required to reduce the risk although low priority				
17 – 36	Medium	Action required to control Interim measures may be necessary in the short term				
37 – 100	High	Action required urgently to control risks. Unacceptable Immediate action required.				