

Dinedor Parish Council Risk Assessment and Statement of Internal Control for year ending March 2025

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Dinedor Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) indentified	Impact	Probabiity	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	H	M	Councillors receive regular monitoring reports which set out the actual expenditure and projections for the forthcoming year. The draft annual budget for the forthcoming year is presented under budget headings and presented to Members with projects identified. The budget is then used to agree and resolve for the level of precept to be requested for the forthcoming year from Herefordshire Council. The Clerk submits this to Herefordshire Council and advises the parish council when funds are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	M	L	The Council has Financial Regulations which sets out the requirements Internal audit reviews compliance with Financial Regulations and reports to Councillors at least annually	Existing procedure adequate Review the Financial regulations annually.
Bank and banking	Banks mistakes	L	L	The Council has Financial Regulations which set out banking requirements Monthly bank reconciliation undertaken and results presented to Councillors	Existing procedure adequate <i>Bank reconciliation to be signed by Chair</i>

Risk Assessment and Statement of Internal Control

	Unavailability of cheque signatories	H	M	Payments currently require two signatories. Payments/invoices agreed at meetings. Online banking now in place so payments set up on bank account by Clerk and authorised by two signatories after the meeting approving the payment. Payments may be delayed if signatories are not in attendance at meetings or signatories unavailable for online authorisation	<i>additional signatories to online banking to be considered</i>
Reporting and auditing	Information communication	L	L	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting and contained in Minutes of meetings	Existing procedures adequate.
Grants	Receipt of grant	L	L	Parish Council does not presently receive any regular grants. Funds received for grants for specific purposes ring fenced and identified in management accounts	Existing procedures adequate. Additional policies can be put in place if required.
Other Income	Advertising revenue from newsletters	L	L	The Parish Council very <i>rarely</i> receives a small amount from advertising in the newsletter, usually in the form of cash which is handed to the Clerk.	Existing procedure requires review. Invoice should be raised and advertiser encouraged to pay by BACS
Grants and support payable	Power to pay Authorisation of Council to pay	L	M	All such expenditure goes through the required Council process of approval, minuted and listed accordingly. Parish Council <i>unable to</i> operate under General Power of Competence <i>following elections in May 2023</i> . Advice sought/provided if payment likely to be outside GPOC	Existing procedure adequate. <i>Review of grant policy required</i>
PAYE, Salaries and office costs	Salary paid incorrectly	L	L	Clerk's salary in accordance with national scales and paid monthly by standing order. Tax and national insurance calculated using HMRC Basic Tools software, submitted to HMRC and paid monthly via standing order to avoid late payment penalties when meetings not held.	Existing procedure adequate

Risk Assessment and Statement of Internal Control

	Fraud or incorrect claims	L	L	Annual PAYE Return required by HMRC before next year reporting can commence Expenses must be approved and claimed in arrears and authorised by full Council.	
VAT	Reclaiming/charging	L	L	VAT on purchases reclaimed annually in accordance with regulations by the Clerk. Internal auditor checks and reports to the Parish Council.	Existing procedure adequate
Annual Governance and Accountability Return	Submit within time limits	L	L	Clerk ensures the AGAR is completed, in accordance with regulations and in line with management accounts. Draft AGAR is submitted to internal auditor as part of the internal audit function and report completed and signed before being submitted to Council within formal meeting for completion and signature. Form is then sent to External Auditor within time frame, if applicable.	Existing procedures adequate.
Actions in line with legal powers	Actions Ultra Vires or subject to challenge for legality	M	M	Council <i>no longer</i> operates with General Power of Competence. External legal advice sought if required	<i>Existing procedures require review to ensure power for actions is identified prior to decision.</i> Support ongoing CPD training of Clerk.
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	L	Minutes and agenda are produced in the prescribed manner by the Clerk, a minimum of three clear days notice is given of meetings and agendas and minutes posted on parish council website. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate.

Risk Assessment and Statement of Internal Control

	Conduct of meetings	L	L	Meetings format and conduct prescribed by Standing Orders and Code of Conduct and legislation	Members adhere to Code of Conduct
Members interests	Conflict of interests	L	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
	Register of members interests	M	L	Register of member's interests forms reviewed regularly.	Members to receive training if required on Declaring interests and application of the Code of Conduct
Decision Making	Decisions made without adequate background knowledge/expertise	M	L	All decisions made during public meetings for which appropriate notice has been given. Supporting papers provided with background information when agenda is published. Outside advice sought where appropriate and costs included in budget for project/proposal.	Existing procedures adequate
Insurance	Meets needs and competitive	M	L	An annual review is undertaken of all insurance arrangements and regular remarketing of portfolio on the advice of brokers. Annual meeting with brokers to confirm requirements prior to renewal and policy details confirmed at renewal by councillors.	Existing procedure adequate.
Data protection	General Data Protection Regulations	M	M	The Parish Council is registered with the Information Commissioners Office with annual renewal of registration	Existing procedures and documentation to be reviewed. Annual GDPR audit to be carried out and results reviewed. Training of Clerk and Councillors required.

Risk Assessment and Statement of Internal Control

Freedom of Information	Policy Provision	L	M	The Council has a Model Publication scheme in place. Requests under the Freedom of Information Act can result in substantial work and include potential submission of private equipment of Councillors. All councillors now using separate email accounts for council business	Monitor any requests made under Freedom of Information Procedures to be reviewed
Health & Safety	Policy Provision	M	M	Risk assessments to be undertaken for all activities and regularly reviewed and updated as circumstances change. Risk assessments to be retained by the Clerk All employees and volunteers to be provided with adequate direction and safety equipment to carry out the intended tasks Meeting venue to be assessed for risks to staff, parish councillors and members of the public in attendance	Existing procedures to be reviewed
PHYSICAL EQUIPMENT OR AREAS					
Assets	Loss or damage Risk/damage to third party (ies) property	L	M	An annual review of assets is undertaken for insurance & AGAR provision Annual review of security arrangements for tools and equipment and confirmed with insurance brokers. Review of level of insurance cover and sums insured	Existing procedures adequate
Notice Boards	Risk of damage	L	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place but any reports of damage are faults are	Existing procedures adequate

Risk Assessment and Statement of Internal Control

				reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. Both notice boards are in a good state of repair and recently replaced.	
Meeting locations	Adequacy Health & Safety	M	M	The Parish Council meetings are held in the Village Hall which is currently deemed adequate for such purposes. Meetings previously held remotely in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.	Existing procedures adequate Need to conduct risk assessment for face-to-face meetings to include Coronavirus risks and need for social distancing <i>to continue</i>
Council records – paper	Loss through: Theft Fire damage	M	L	The Parish Council laptop stored at the home of the Clerk. Paper records include historical correspondences, minutes, and bank records. Records to be moved to Records office periodically All current files are stored electronically via the cloud	Current procedures deemed adequate
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	M	L	The Parish Council electronic records are stored on the cloud and backed up monthly to external hard drive.	Existing procedures considered adequate