

Kirk Deighton Parish Council

Risk Register Reviewed

March 2022

<b>Risk</b>	<b>Assessment (Low/medium/high)</b>	<b>Internal Control Measures</b>
Protection of physical assets	Assets are listed on the assets register <b>L</b>	Insurance cover
Public Liability	Limited public events arranged by the Council <b>L</b>	Insurance cover
Business interruption	Work can be conducted with computer, internet connection and mobile phone <b>L</b>	Data is synced to Cloud/Office 365
Loss of cash though theft of dishonesty	No petty cash or cash payments to the council <b>L</b>	Insurance cover. Cheques deposited at as soon as possible
Employer's liability	One employee – statutory cover required <b>L</b>	Insurance cover
Libel and slander	Council website can only be amended by clerk. No social media accounts <b>L</b>	Insurance cover
Person Accident (Clerk/volunteers/councillors)	1. Litter picks carry a risk of injury <b>M</b> 2. VAS – moving and changing battery <b>M</b>	1. Volunteers provided with advice sheet and hi-viz jacket 2. Only approved councillors/volunteers to undertake the task. Training provided via online tutorial from manufacturers Insurance cover
Banking arrangements – incl investments	All council funds are held in a current account. No additional investments. No petty cash held <b>L</b>	No investment policy required
Supplies & services provided by the council	The council is responsible for grass cutting of highway verges <b>L</b>	Contracts are reviewed annually. Contractors have public liability insurance.
Keeping financial records in accordance with statutory requirements	Small number of transactions. BACS payment protocol to be approved once account transferred to Unity Trust Bank <b>L</b>	Bank reconciliations and cash book checked at bi-monthly meetings
Ensuring all business activities are within the council's legal powers	Councillors are provided with a copy of the Good Councillors Guide and encouraged to attend YLCA training <b>L</b>	Expenditure controlled through council minutes and, when necessary, the clerk seeks advice

Ensuring that all requirements are met within employment law	One employee <b>L</b>	NALC standard contract
Ensuring all requirements are met in respect of VAT	Small number of transactions <b>L</b>	VAT paid by the council is recorded separately in cash book

Ensuring the adequacy of the annual precept within sound budgetary arrangements	Income & expenditure items are either known in advance or under the council's control <b>L</b>	Budget requirements identified when fixing the precept
Ensuring the proper use of funds under section 137 LGA	The council does not have a General Power of Competency. There is limited expenditure under sec 137 <b>L</b>	Any sec 137 expenditure is noted in the minutes and recorded separately in the cash book
Accurate reporting of council business in the Minutes	Minutes are posted on <a href="http://www.kirkdeighton.com">www.kirkdeighton.com</a> and on the council notice board <b>L</b>	All minutes are approved at the following council meeting
Responding to electors wishing to exercise their right of inspection	Statutory requirement <b>L</b>	Public notice of audit on website and notice. Accounts available for public inspection
Proper document control	Small number of physical documents stored at clerk's home. Small risk of fire damage <b>L</b>	Ensure electronic copies of all documents where possible
Register of Members' Interests accurate and up to date	Statutory requirement <b>L</b>	All councillors are required to complete a Register of Interests form. Forms are published on HBC website
Expenditure approval	Controls specified in Financial Regulations. No petty cash <b>L</b>	Proposed expenditure itemised in Agenda and minuted. Two councillors sign cheques and cheque stubs. Checked by internal auditor annually
Income control	Income limited to precept, grass cutting contribution from NYCC and occasional grants <b>L</b>	Income is itemised in the agenda and minuted. Checked by internal auditor annually
Storing and processing of personal information	Council compliant with Data Protection Act and GDPR <b>L</b>	GDPR policy adopted May 2018

Reviewed 8 March 2022