FOSTON PARISH COUNCIL (FPC)

RISK ASSESSMENT - 2016

AIM	IDENTIFIED RISK	Person Responsible	Review Done and OK
Section A To ensure compliance with the Acts of Parliament, Council Financial Regulations and Code Conduct.	 Lack of knowledge of regulations and codes. Absence of standing orders. Lack of commitment to regulations and procedures. Payments made without prior approval and control. Lack of control of signatories to cheques. 	 Chair Chair All Cllrs. RFO RFO 	Yes Yes Yes Yes
Section B To identify and regularly review the Council priorities.	1. Lack of effective lines of communication with parishioners. 2. Lack of confidence by Parish Cllrs. 3. To ensure that all Cllrs. are aware of their	6. RFO 1.Chair 2. All Cllrs 3. Chair	Yes Yes Yes Yes
Section C To ensure adequate and appropriate insurance cover.	responsibilities 1.Inadequate insurance cover for property, public and employers liability.	1. RFO	Yes
Section D To keep appropriate and upto-date books of accounts through the financial year.	 Lack of knowledge of accounting requirements. Lack of commitment to accounting requirements. Inaccuracies in recording amounts and bank reconciliations. Inadequate control of cash receipts and payments Books of account not kept up-to-date. Internal controls not in place or operated. Expense claims vague/ not supported by 	1. RFO 2. RFO 3. RFO 4. RFO 5. RFO 6. Chair 7. RFO	Yes Yes Yes Yes Yes Yes
Section E To ensure that payments made from Council funds represent value for money.	1.Use of funds not representing value for money. 2.Inadequate hire charges for the rent of facilities. 3.Failure to annually review the level of section 137 grants to external bodies.	1. RFO 2. All 3. Chair	Yes Yes Yes
Section F To ensure that the annual precept requirement results from an adequate budgetary process.	 Lack of commitment to the budgetary process. Reserves too low. Inadequate monitoring of expenditure. Lack of knowledge of the budgetary process. Internal audit completed Review effectiveness of Internal audit Provision for four yearly elections Continued rental of playing field 	1. RFO 2. RFO 3. RFO 4. Chair 5. RFO 6. RFO 7. RFO 8. RFO	Yes Yes Yes Yes Yes Yes Yes Yes Yes

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Section G To ensure that year end accounts are prepared on the correct accounting basis.	 Lack of knowledge of Council procedures and regulations. Late or non – submission of accounts. Inadequate audit trail from records to final accounts. 	1.RFO 2. RFO 3. RFO	Yes Yes Yes
Section H To carry out adequate safety checks on the playing field and all equipment that the Council is responsible for.	 Lack of knowledge of safety requirements. Lack of commitment to carry out safety checks. Lack of awareness of health and safety issues Failure to undertake safety checks on playing field and play areas. Check trees for over hanging branches 	1. Chair, All and RFO	Yes Yes Yes Yes
Section I Comply with staff employment legislation.	Ensure that the Clerk has a written contract and detailed job description	1. Chair	Yes

KEY to responsibilities:

Chair – Cllr. Christina Lees, RFO – Clerk