

Risk Assessment - Bolton-by-Bowland, Gisburn Forest & Sawley Parish Council 2015.16

Topic	Risk Identified	H/M/L	Management of Risk	Action
Precept	Not submitted	L	Clerk to monitor process. Confirm at appropriate meeting	Clerk/All
	Not paid by BC	L	Clerk to monitor process. Confirm receipt at meeting	Clerk/All
	Adequacy of precept	H	Discussed by all at appropriate Budget meeting Nov/Dec	All
Grants - Borough	Claims procedure	L	Ensure due process is followed and any dates met	Clerk/All
	Receipt of grant when due	M	Clerk to monitor process. Confirm receipt at meeting	
Reserves	Adequacy	L	Considered quarterly in financial statement produced by Bank	All
Assets	Loss, damage etc Risk of damage to third party property or people	M	Check physical condition regularly. Ensure asset register is updated and insurers advised of changes promptly	All
Staff	Loss of key people eg Clerk, Chair	L	Ensure contingency arrangements considered and succession planning	All
	Fraud by staff	L	Ensure adequacy of Fidelity insurance policy Cheques always signed by two signatories neither of whom RFO Revised procedures in place to ensure monitoring of finances	All
Loss	Consequential Loss due to damage or third party performance	L	Review adequacy of insurance policy annually	All
Cash	Loss through theft or dishonesty	L	Petty Cash not retained by Parish Council as a rule	All
Borrowing/Lending	Ability to repay loans	M	Finances reviewed quarterly at Parish Council meeting	All
Legal powers	Illegal activity or payment	H	Councillors to be aware of legal powers Check with Ribble Valley BC/LAPTC/solicitor before action Attend courses for new Councillors	All
Financial records	Inadequate records	L	Clerk to check regularly and ensure documentation for all receipts/payments	Clerk
Minutes	Accurate and legal	L	Circulate to all, upload to website, review and sign at next meeting	Clerk/Chair
Members interests	Conflict of interest	M	Ensure declarations are up to date Check with Ribble Valley BC they have all copy documents	Clerk/All