

# St Albans Parish Council

## Review of risks and the measures currently adopted or recommended – 2021/22

### Purpose:

The purpose of this document is to set out the risks that affect or might affect St Albans Parish Council and to describe how such risks are addressed.

The purpose of this is to record our consideration of these risks and recommendations. The need for this discussion is recommended by NALC and the SLCC.

### Source of information:

The list of risks is based on the NALC/SLCC guidelines “Governance and Accountability in Local Councils in England and Wales – A Practitioners’ Guide”.

The risk weighting includes columns for ‘likelihood’ (of an event occurring), (1 = Low to 3 = High), the ‘impact’ on the council if such an event occurred (also rated 1 = Low to 3 = High) and the weighted total (a sum of likelihood x impact) which should prioritise our thoughts but has only limited value in some areas.

### Action required:

Please review this document with a view to recommending it to full Council for review and adoption on Tuesday 29<sup>th</sup> March 2022.

Consider if any other general or specific risks should be added to the list and if the measures are appropriate to the risks. If you wish to suggest any changes please contact the Clerk.

Following discussion and resolution, the completion of the review will be recorded in the minutes.

Reviewed and Adopted at a meeting of St Albans Parish Council on 29<sup>th</sup> March 2022

Signed: \_\_\_\_\_ Chair of St Albans Parish Council

	<b>Risk What may go wrong</b>	<b>Like- Lihood</b>	<b>Impact</b>	<b>Total</b>	<b>Current Measures What we currently do about it</b>	<b>Potential Measures What else we ought to do</b>
1.	Loss of or damage to physical assets (buildings, furniture, estates equipment, playground equipment, trees, paths on Council property and public seating)	1	2	2	1 Maintain Asset Register 2 Regular maintenance of assets 3 Insurance with reputable companies 4 Review insurance values 5 Internal Audit review of adequacy of insurance cover and controls	
2.	Loss of or damage to critical data and documents	1	3	3	1 Data is saved to OneDrive to enable access from anywhere at anytime 2. Data is backed up to external memory stick every quarter.	
3	Damage to third parties or their property as a consequence of the Council providing a service (public liability)	1	3	3	1 Insurance (Public and Employer Liability Policies) with reputable companies 2 Internal Audit review of adequacy of insurance cover and controls	
4	Legal liability arising as a consequence of asset ownership (public liability)	1	2	2	See 3 above	
5	Consequential loss (of income, or the need to provide additional services) following damage, or non-performance by a third party	1	1	1	1 Insurance with reputable companies 2 Undertake reviews as to suitability of contractors 3 Copies of third party Public Liability Insurance 4 Internal Audit review of adequacy of insurance cover and controls	

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6	Loss of cash etc through theft or dishonesty (fidelity)	1	1	1	1 Office processes involve dual control and/or independent review 2 Regular bank reconciliations by the Clerk 3 Bank reconciliations are checked and signed off by the Vice Chair 4 Mini audit is carried out every 6 months 5 Bank mandate reviewed annually 6 Insurance with reputable companies 7 Internal Audit review of adequacy of insurance cover and controls 8 Two signatures required on all cheque payments/bacs [ayments and on review of automated payments (e.g. direct debits)	
7	Proper financial records are not maintained	1	3	3	1 Proper arrangements exist for the approval of expenditure 2 Budget monitoring statements are reviewed quarterly at Council meeting 3 Office processes involve dual control and/or independent review 4 Monthly bank reconciliations 5 Maintenance of asset registers 6 Internal Audit standard financial review activity	
8	Failure to maintain proper document control	1	3	3	1 Financial documents: Internal Audit standard financial review activity  2 Other documents: See no. 2	

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9	Failure to comply with the Council's own financial regulations or those laid down by statute	1	3	3	1 Internal Audit standard financial review activity is reported, minuted and accepted at a council meeting, probably at the time of signing the Annual return.	
10	Inadequacy of the precept due to unsound budgeting arrangements	1	3	3	1 Internal Audit standard financial review activity 2 Council is involved in and agrees the precept setting	
11	Failure to be able to operate in the event of the precept not being received on time	1	3	3	1 to Ensure that the NALC recommended best practice for a Council to have 6 months operating costs kept in reserve each year. This is to enable the Council to be able to continue to operate and function in the event of any problems with lateness or non-receipt of the precept. 2 the Council's Reserve Policy is reviewed and agreed annually	
12	Failure to comply with Health and Safety legislation	1	3	3	1 Membership of local and national bodies such as LRALC, NALC and SLCC	
13	Failure to comply with Employment legislation	1	3	3	1 Membership of local and national bodies such as LRALC, NALC and SLCC 2 Systems have been introduced to monitor Sickness Absence and holidays. 3 All Staff are to be given a contract of employment a job description	
14	Failure to comply with HMRC requirements	1	3	3	1 Online Payroll system used for payroll. 2 Internal Audit standard financial review activity	

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15	Failure to comply with Council's Press & Media Policy	3	3	9	1 Press and Media Policy addresses how we handle any inappropriate use of social media, which could lead to damage of the Council's reputation. 2 Annually review the Press & Media Policy and strengthen the areas relating to posting on social media sites and the dangers thereof.	
16	Requirements of VAT regulations are not met	1	3	3	1 Clerk to claim any VAT paid on an annual basis 2 Internal Audit standard financial review activity	
17	Council activities and contractual arrangements are not within legal powers	1	3	3	1 Standing orders and financial regulations exist for purchasing and creation of contracts 2 Clerk to review legality of Council decisions 3 Internal Audit review of minutes re decisions made 4 Measures have been put in place where the minute number (where applicable) is placed on the transaction to complete the audit trail	
18	Register of member's interests (ROMI) and Register of gifts and hospitality is not in place, complete or up to date.	1	1	1	1 ROMI is completed after elections. 2 this is the responsibility of Councillors, not the Clerk and failure to register interests could be seen as a criminal offence. The responsibility/risk is not the Council's or the Clerk's.	
19	Late and/or inaccurate reporting of Council business in the minutes	1	1	1	Draft minutes must be displayed on the website within one month of the meeting, and replaced with an approved set of minutes once ratified at the next meeting.	

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20	Failure to meet the laid down timetables when responding to [a] consultation invitations  [b] planning applications	1  1	1  1	1  1	[a] Circulation of papers with invitation to comment and return by the specified deadline  [b] Planning application are circulated by the Clerk for consideration by Councillors	
21	Inability or delay in responding to electors wishing to exercise their rights under Freedom of Information legislation	1	2	2	General Data Protection Regulation and Freedom of Information policies and procedures are published on the website which includes, compliance procedure for FOI requests.	
22	Inability or delay in responding to electors wishing to the exercise their rights of inspection	1	3	3	This is a legal requirement of the external audit process and strict guidelines are adhered to by the Clerk to ensure that the Council complies.	
23	Ensure adequacy of the Council's policies.	1	3	3	1 Council Policies are reviewed regularly and adopted by the Council. 2 All Councillors have induction pack/Handbooks which are renewable.	
24	Failure to comply with Data Protection Regulations	2	3	6	1 Membership of local and national bodies such as LRALC, NALC and SLCC 2 Ensure staff are trained in data protection law and are kept up to date with changes in legislation 3 Reviewing all data protection procedures on a regular basis 4 Carrying out of Data protection audit 5 Appropriate policy in place	
25	Restrictions on borrowing are not complied with	0	0	0	Not currently applicable	

