

# HAWARDEN COMMUNITY COUNCIL

7 Nov 17

## RISK ASSESSMENT 2017/2018

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Loss or damage to physical assets (excluding footway lighting columns and play equipment)	Unable to use assets. Expense of replacing assets	H	M	Adequate Insurance Cover Up to date Asset Register Council Depot and Office are fitted with Alarm System Regular Maintenance Arrangements
Damage to third party property or individuals	Risk of legal action arising from injury or damage to third party property	H	M	Public Liability Insurance Regular maintenance of Physical assets including weekly inspections Adherence to safe working practices
Loss of cash through theft or dishonesty	Council unable to provide services and meet its expenses Damage to reputation of Council	H	L	Fidelity Guarantee Insurance Internal controls to prevent and detect fraud Budgetary controls Monthly reconciliation of bank statements to financial records

<b>RISK</b>	<b>POSSIBLE CONSEQUENCE</b>	<b>Potential Impact H/M/L</b>	<b>Likelihood of Occurrence H/M/L</b>	<b>CONTROLS</b>
Provision of services through a partnership agreement	Works not being carried out in accordance with agreement	L	L	Bi-annual review meetings Monthly re-charges
Ad hoc provision of facilities/amenities for Events	Litigation by third party	H	M	Organisers of Car Boot Sales are required to provide proof of insurance cover Funfair Organiser is required to provide proof of Insurance Cover and valid Safety Certificates for each ride
Complaint that Contract is not fairly awarded	Investigation by External Auditor leading to increased fees, public interest report	H	L	Standing Orders and financial regulations in place dealing with awarding of contracts
Incurring 'ultra vires' expenditure	Local elector challenge, District Audit investigation/Public Interest Report	H	L	Recording in the Minutes the powers under which non-routine and Section 137 expenditure is approved

HCC Risk Assessment

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<b>Inadequate precept</b>	<b>Council unable to provide all its intended services and programmes. Council run out of funds</b>	<b>H</b>	<b>L</b>	<b>Establish budget and monitor throughout year</b>
<b>Poor management of funds</b>	<b>Bank charges Loss of Interest</b>	<b>L</b>	<b>L</b>	<b>Budgetary control Monthly bank reconciliation On-line banking introduced in May 2017 allows for more regular checking of balances and a change in transaction processes</b>
<b>Requirements for vat not being met</b>	<b>Entitlement to reclaim vat for a period being lost</b>	<b>L</b>	<b>L</b>	<b>Regular quarterly returns submitted</b>
<b>Requirements under employment law and Inland Revenue regulations not being met</b>	<b>Liability for unpaid tax Inland Revenue fines Legal action by an employee</b>	<b>H</b>	<b>L</b>	<b>Regular returns to Inland Revenue on monthly and annual basis Staff contracts in place</b>

HCC Risk Assessment

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Keeping proper financial records	Council runs out of money Dishonesty by staff	H	L	Regular updating of receipts and payment ledger Regular bank reconciliation Sound Expenditure and Income policies in place Appointment of Internal Auditor
Proper, timely and accurate reporting of Council business in the Minutes	Unrecorded authorisation of action/expenditure Challenge by local elector Investigation by external Auditor Public Interest report	H	L	Prompt and accurate recording of the Minutes. Minutes submitted to next Meeting for receipt and approval
Damage to footway lighting columns	Cost of replacement of column Lack of service to public	M	L	Most damage is caused by third party vehicles from whom reimbursement is claimed
Damage to Play Equipment	Replacement cost of equipment Reduced range of equipment for users	M	L	Most damage is low-level vandalism, which would fall below an excess figure Weekly inspections

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Loss of Records Due to Natural Disaster or other incident i.e. Fire, Flood, Theft	Unable to administer Council Affairs	H	L	<p>Information on computer backed up on to memory sticks and stored securely off site.</p> <p>Council minutes and other miscellaneous information is available on Council website.</p> <p>Banking information including statements can be obtained via bank and on-line banking records.</p> <p>Burglar Alarm fitted at office.</p> <p>CCTV coverage of office grounds and car park.</p> <p>Fire extinguishers and blankets installed in office and subject to annual inspection.</p> <p>Annual inspection of electrical equipment.</p> <p>Anti virus software on computers.</p>