PYECOMBE PARISH COUNCIL
RISK ASSESSMENT

1. Risks managed by Insurance provision

Item	Risk and Level	Internal Control	Management
Protection of the Parish Council Assets	Low risk. Loss or damage	Regular review of maintenance requirements by the Parish. Budget provision for maintenance determined by the Parish Council	Inspection of assets by Council.
Protection against damage to third party property or individuals	Low risk. Loss or damage as a consequence of activities attributable to the Council, on its property or by its staff and/or officers acting on the Council's business.	Maintenance provision as above.	Public liability insurance of £10,000,000, reviewed annually by the Parish Council.
Protection against consequential loss	Low risk. Losses incurred by the Council resulting from continuing to provide essential services following critical loss or damage, loss or non-performance by a third party.	Review Insurance provision annually with advice from Internal auditor and quotations from alternate service providers.	Reviewed annually by the Parish Council.
Legal liability resulting from ownership of assets (see Asset Register)	Low risk. Claims by public as a result of losses or damage arising from the Council's property		Public liability Insurance reviewed and endorsed by the Parish Council annually. Currently at £10,000,000
Loss of cash or fraudulent issue of cheques.	Low risk. Losses of the Council's funds through dishonest activities or theft by Council staff	Review by internal auditor of office procedures and appropriate cover.	Fidelity insurance set at a sum determined by the Parish Council annually. Currently set at £2,000.

2. Risks managed in full or in part by others

Item	Risk	Internal Control	External Provision
Maintenance of Council's assets & functions delegated to the Council	Low risk. Damage to assets.	See Maintenance of assets in 1. above. Any Maintenance Contract is reviewed by the Council in terms of service and performance. Contracts are let according to the agreed code of practice for procurement.	Any contracted maintenance for the upkeep of the parish assets.
Ad hoc provision of amenities	Medium risk. e.g. Public events in the parish such as Jubilee celebrations.	Risk assessments and safety plans prepared for approval of District Council. Councillors and staff used where necessary as marshals and to implement terms of safety plan.	Contractors to supply electrical supplies and public address systems. Experienced staff & volunteers to provide stewarding of street parties.
Banking	Low risk. Investments, Loan provision, short term credit and cash management.	Internal auditor and Parish Council advise on Investment, loan provision and short term credit. Decisions taken by Council according to standing orders. Internal auditor will carry out reconciliations of all accounts. RFO will confirm that all financial transactions are according to the legal powers of the council.	Barclays Bank
Financial and cash management	Low risk. Fraud and/or corruption	Internal audit. Regular reporting against budget and of balances. Independent bank reconciliations.	External audit.

3. Self-managed risks

Item	Risk	Internal Control
Financial records	Low risk. Breach of legal requirement	Clerk & internal auditor to assure Chairman that all legal requirements are met
Legality of activities	Low risk. Breach of legal authority	All Councillors are appraised of the legal powers and constraints applying to the Council. Councillors scrutinise the activities to ensure that all action is taken under the appropriate power. The Clerk advises the Council on its powers and where a proposed action may be in breach
Complying with restrictions on borrowing	Low risk. Breach of restrictions	Clerk is familiar with current restrictions and advises Councillors. Councillors confirm that any decision to increase borrowing remains within the restrictions. Such confirmation is recorded in the minutes
Employment & Inland Revenue	Low risk. Non-compliance with law and regulations	Clerk has a contract of employment which is reviewed annually. The Clerk ensures that the Council is in compliance with the Inland Revenue regulations
Customs & Excise	Low risk. Non-compliance with VAT regulations	The Clerk is familiar with the VAT regulations and makes the appropriate returns accurately and on time.
Council Tax - Precept	Low risk. Inadequate Provision	Precept is calculated and agreed and minuted by Council following a structured budgeting process. There is a regular review of performance against budget
Recorded minutes	Low risk. Proper, timely and accurate records	Full minutes of all Council meetings are circulated to members within two weeks of the meeting. They are approved at the following meeting of the Council.
Electors' Rights of Inspection	Low risk. Availability of minutes	The minutes are available for public inspection on application to the Clerk
Invitation to consultation	Low risk. Responding within the required timetable to consultations by District or County Council or other public bodies and agencies	The Clerk informs the Chairman of the response timetable. The Chairman ensures that the issue can be raised at the next Council meeting. A special meeting may be called where required
Members interests, gifts and hospitality	Low risk. Inadequate registration	All members have received instruction in the requirements and have completed a register which is available for inspection on application to the Clerk
Documents	Low risk. Document control	There is a formal system of document control as recorded in the minutes. The minutes have a system of pagination, approval and copy control

Code of Conduct	Low risk. Adherence to Code	All Councillors are required to declare their acceptance of the written Code of Conduct
Quality Assurance	Low risk. Adherence to all of the above	The internal auditor and Chairman will test any or all of the above provisions at regular intervals