

**AYLESHAM PARISH COUNCIL  
RISK ASSESSMENT**

<b>1. FINANCE AND ADMIN/MANAGEMENT</b>				
<b>Subject/item</b>	<b>Risk(s) identified</b>	<b>Risk level H/M/L</b>	<b>Management/control of risk</b>	<b>Review/ Assess/ Revise</b>
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance (theft, fire, corruption of computer data)	L	All files and records are kept in locked filing cabinets and cabinets in the Parish Council Office. All office staff make weekly backups onto external hard drive and Microsoft OneDrive.  Chair can contact KALC OR SLCC for advice in the event of a problem with business continuity.	Procedure adequate
Precept	Adequacy of precept.	L	Council reviews the precept requirement annually, by the January meeting. It reviews the current budget, the budget headings for the following year and the precept amount to be requested from DDC at the October Finance Committee meeting.	Procedure adequate
	Requirements not submitted to DDC.	L	The precept amount to be requested from DDC. The precept Demand Notice is then submitted by the Chief Executive Officer.	
	Amount not received by PC.	L	DDC by email at their request.	
Financial records	Inadequate records	L	The Council has Financial Regulations which set out requirements.	Review annually. Audit is done annually.
	Financial irregularities	L	The Council has an internal auditor. Electronic payments require two signatories. Chief Executive Officer is not a signatory.	
	Loss of records through damage, theft, fire, etc	M/L	Backups are made weekly of computer records onto an external hard drive and Microsoft OneDrive. Paper files are stored at the Parish Council Office – not in	Procedure adequate.

			fire-proof cabinets. Backups are stored at a separate location.	
Bank and Banking	Inadequate checks  Bank mistakes/loss/charges	L  L	The Council has Financial Regulations which set requirements for banking and reconciliation of accounts. Cheques and electronic payments require two signatories. The bank accounts are reconciled by the RFO on receipt of statements each month to ensure any errors are found immediately and rectified. Internal audit also checks this.	Procedure adequate. Review signatories when necessary, especially after elections.
Reporting and auditing	Communication  Compliance	L	The Council uses a dedicated accounting software RBS (Rialtas Business Solutions). Reconciliation statements are produced from RBS monthly and presented to Council at quarterly Finance, Audit & Personnel Committee meetings to discuss and approve. They are then they ratified by Full Council at their next meeting.  Annual internal audit	Procedure adequate  Procedure adequate
Direct costs/ overhead expenses/debts	Goods not supplied but billed. Incorrect invoicing  Members expenses	L L  L	Financial Regulations set out requirements. At each Council meeting, the list of invoices awaiting approval is distributed to Councillors and considered. Council approves the list of requests for payment, before two signatories approve payments online. These are covered by presentation of receipts to Chief Executive Officer/RFO, who then adds the payment to the monthly electronic payment schedule in accordance with procedure above.	Procedure adequate.  Review Financial Regulations annually.
VAT	Failure to reclaim. VAT is reclaimed incorrectly	L L	VAT is reclaimed quarterly. Reviewed by internal auditor annually.	Adequate Adequate
Annual Governance & Accountability Return (AGAR)	Failure to submit within time limits	L	The AGAR Accounting Statement is completed by the Chief Executive Officer/RFO and submitted to the Internal Auditor. The Internal Auditor then reviews	Procedure adequate.

			and completes the Annual Internal Audit Report. The Governance Statement is signed by the Council and the Chief Executive Officer/RFO then submits the completed AGAR and any supporting documents to the External Auditor within the statutory time limit.	
Charges – rentals receivable	Non-receipt of Rent	M	Chief Executive Officer/RFO invoices the tenant in April each year and the rent is chased if not received.	Procedure adequate.
Salaries and associated costs	Salary paid incorrectly. Wrong NI or PAYE deductions made. Unpaid tax or NI	L	Salary rates should be assessed annually/NALC/KALC Payroll is outsourced and detailed payslips, P11's and P32's are received by email monthly. The Chief Executive Officer/RFO submits Tax and NI contributions to HMRC on a quarterly basis. The Chief Executive Officer/RFO, Assistant Officer, Administration Officer, and Caretaker keep timesheets and have a job description.	Contract in place for Chief Executive Officer/RFO, Assistant Officer, Administration Officer, and Caretaker.
Data Protection	Provision of policy	M/L	Council has policies on data protection and is registered with the Information Commissioner's Office.	Procedure adequate. Review Annually in March.
Freedom of Information Act	Provision of policy	L	Policy adopted at the May 2022 Council Meeting.	Review annually.

<b>2. ASSETS</b>				
<b>Subject/item</b>	<b>Risk(s) identified</b>	<b>Risk level H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Street furniture, play areas, open spaces, noticeboards, office equipment.	Loss or damage Risk/damage to third party(ies) or to property	L	Asset register is kept.	Updated March 2024.
		L	Weekly checks are made of recreation areas by Caretaker and reports filed in the office. Any faults/safety aspects that are recorded in inspections are then recorded in an excel spreadsheet by the Administration Officer so that the Council has a clear record of when they were identified to then repaired.	Insurance is reviewed annually. The agreed weekly inspections process being followed.
		L	The play parks are inspected by an external inspector annually.	An annual inspection is carried out by an independent RoSPA qualified inspector.  Quarterly inspections for the rest of the year following the annual inspection are carried out by an independent company Safeplay Playground Services Ltd.
		L	Officer's monitor noticeboard and office equipment.	Procedure adequate.

<b>3. LIABILITY</b>				
Contractors	Not insured or inadequately insured	M	Clarify with any subcontractor that they are insured and obtain copies of certificates and schedules.	Procedure adequate.
Public liability	Risk to third party, property or individuals.	M	Insurance is in place up to £10 million.	Review insurance annually.
Employer liability	Non compliance with employment law	L	Member of KALC - regular updates received from KALC and advice can be sought from them.	Procedure adequate
Legal liability	Proper and timely reporting via minutes Document control	L L	Minutes always received and approved at following monthly Committee or Full Council meeting. Financial and other documents retained as legally required. Minutes and accounts have to be retained indefinitely, other documents for a lesser period.	Adequate  Procedure adequate – see NALC Legal Topic Note 40

<b>4. COUNCILLORS PROPRIETY</b>				
Members interests	Conflict of interests	M	Councillors have a duty to declare any interests at the start of every meeting and these are noted and minuted. Each new Councillor completes a Notification of Disclosable Pecuniary Interests form. Which is regularly reviewed and updated, as interests change.	Adequate
	Register of interests	M		Councillors to inform Chief Executive Officer as interests change.