

**Mileham Parish Council**  
 3 Oaklands, Little Snoring, Fakenham NR21 0JG  
 Tel: 01328 878939

**Risk Management 2016/2017**

The Audit Commission expects the Council to carry out an annual assessment of the risks it is exposed to and identify any actions it considers necessary to minimise those risks, this is also good governance practice.

The following table lists the risks involved and recommends necessary actions.

The list may not be exhaustive and Members should feel free to consider other risks not identified.

Service Area	Risk	Assessment / Recommendations	Responsibility
Insurance cover (Last full review 2010)	Public Liability (statutory)	Continue existing cover (£5m). Risk very low.	Council
	Employers Liability (statutory)	Continue existing cover (£10m). Risk very low.	Council
	Money	Crossed cheques and other non-negotiable money (£250,000) Risk very low	Council/RFO
	Fidelity Guarantee	£2000.00	Council / (RFO)
	Buildings	None owned	Not applicable
	Street furniture	The Council owns Village Sign Insurance cover none at present as sign was made FOC	Council / RFO
		Items not covered by (property damage) insurance Recycling banks	
	Loss of revenue.	Not covered. The major revenue source is the annual precept protected by law.£2000.00 No risk.	Not applicable
	Personal Accident	Death, Loss of Limb, loss of sight £25,000 Risk very low	Council
	Legal expenses	Insurance cover	RFO
	Officials Indemnity	£250,000	RFO
	Libel & Slander	£250,000	RFO
Payroll and other data	Loss of data on PC due to system fault	The payroll system is manual so data cannot be lost. Risk nil. Paper copies of correspondence, minutes, agendas etc are always made. Risk low.	RFO / Clerk
Service Area	Risk	Assessment / Recommendations	Responsibility
Employees	Loss of services of employee	Immediately advertise any vacancy (if permanent loss). Request help from other local parish councils to provide temporary cover or employ temporary Clerk as in the past. Risk low	Council
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue to always require two signatures on cheques. Record the initials of the two signatories on cheque stubs. Risk low.	RFO

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Bank	Reconciliation	Continue bank reconciliation to cash book on receipt of each statement. Risk low.	RFO
Agency advice	Acting incorrectly	Continue with membership of NCAPTC and SLCC	Council
Precept	Annual precept not the result of proper detailed consideration	Council to continue to determine budget in the autumn. Risk very low.	Council & RFO
Legal powers	Illegal actions	Clerk to receive regular training. Use of advice from NCAPTC, SLCC and Monitoring Officer at Breckland. Solicitor's advice to be taken for specialist projects.	Council
Borrowings	-	The Council has none. Refer to Financial Regulations if required.	-
PAYE & NI	Payments not made	Registered with HMRC – Clerk now employed Risk very low.	Council & RFO
VAT	Refunds not claimed	Continue to claim yearly unless amount exceeds £1,000 and if so quarterly. Continue with requirement to report all income to Council. Risk low.	Council & RFO
Accounting	Inadequate monitoring of performance	Nominated councillor to monitor budget and to carry out internal audit checks. Risk very low.	Nominated Councillor & RFO
	Non-standard and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts. Continue to carry out internal audit checks. Risk very low.	Council & RFO
	Non-compliance with statutory deadlines for the completion/ approval/ submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines. Continue to carry out internal audit checks. Risk very low.	Council & RFO
	Non-compliance with internal audit requirements.	Retain the services of an internal auditor. Council to review all internal audit reports. Risk very low.	Council & RFO
Service Area	Risk	Assessment / Recommendations	Responsibility
Contracts	Ensure continued best value for money coupled with continuity of work.	Continue the practice of advertising and seeking tenders for contracts over £1000. Advertise locally and issue specifications and tender documents to contractors expressing an interest. Tenders to be opened by the Chairman and Clerk and reported to next available Council meeting in camera. Risk very low.	Council & RFO

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Section 137	Control of 'free' spending allowance	Amounts separately identified in minutes and cash book and annual budget so that cost centre is never exceeded. Risk very low.	Council & RFO
Minutes	Proper record	All pages initialled and signed by Chairman of meeting, filed sequentially and kept safe. Members keep a copy. Risk very low.	Clerk
Electors' Rights	Legal liabilities not followed	Notices of meetings and annual audit posted on notice boards and accounts freely available annually or on demand. Public speaking session provided at all Parish Council meetings. Risk very low.	Clerk / Council
Document control	Loss of documents	Filing boxes used to store documents many of which are also held electronically on the computer. Archived documents sent periodically to NCC. Risk low.	Clerk
Members' Register of Interests	Failure to register under Code of Conduct	Code of Conduct adopted and all councillors have signed a Register of Interests form. Last updated in May 2009. Copies kept by Clerk and Monitoring Officer. Risk very low.	Clerk
Quotes	Non- compliance with Financial Regulations	Financial Regulation 11 requires at least three tenders where expenditure exceeds £1,000. Risk very low.	Council & RFO
Public injury.	Public injury property owned by Parish Council	Continue with regular inspections Public liability insurance maintained. Risk low.	Council

Risk Levels:-

Very low = less than 1% likelihood of occurring.	Low = from 2% to 5% likelihood of occurring.
Medium = from 6% to 10% likelihood of occurring.	High = from 11% to 20% likelihood of occurring.
Very high = from 21% to 50% likelihood of occurring.	Extremely high = over 51% likelihood of occurring.