

ELLINGHAM, HARBRIDGE & IBSLEY PARISH COUNCIL

RISK ASSESSMENT

Accounting Procedures

Significant Hazards	Incident rating	People at Risk	Existing Controls/Action
Incorrect accounting procedures	Low	Members, RFO	RFO appointed Annual internal audit review Internal Audit External Audit Financial Regulations adopted Invoices and cheques signed by 2 members/clerk Bank Transfers done by 2 signatories Monthly bank reconciliation Financial Report to Full Council Meetings Payments sanctioned and minuted when agreed Expenditure powers quoted for larger spending Invoices retained and filed VAT recorded separately S.137 recorded separately No petty cash held
Fraud	Low	Members, RFO	Fidelity insurance Bank reconciliation Internal Audit External Audit Invoices produced for expense claims

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Administration Procedures

Significant Hazards	Incident rating	People at Risk	Existing Controls/Action
Injuries associated with computer operation e.g. posture, back strain, eye strain	Low	Clerk	Use Desk Chair (with five feet) with an adjustable back Clerk to have regular eye tests
Accidents through driving (to meetings held by other bodies)	Med	Members, Clerk	Ensure personal car insurance covers Parish Council business use
Liability & Slander accusations	Low	Members, Clerk	Covered by Annual Insurance Policy Updating policy in line with legislation
Lifting of furniture and chairs for meetings	Med	Members, Clerk	Ensure bending of knees to safely lift furniture and chairs
Accident/injury to employee or elected member	Low	Members, Clerk	Liability insurance
Failure to follow policy and procedures	Low	Members, Clerk	Adopted Standing Orders (assessed annually) Training available to members and Clerk
Burglary/Fire/Water Damage at Clerks Residence	Low	Members, Clerk	Insurance cover Computer files backed up

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Code of Conduct

Significant Hazards	Incident rating	People at Risk	Existing Controls/Action
Non declaration of interests	Low	Members	All members to read and agree the Code Of Conduct. Register of Interests to be completed. Annual update of register of interests in May Declaration of Interests as agenda item at each meeting
Compliance with Code of Conduct	Low	Members	All members to read and agree to abide by the Code of Conduct. Contact with NFDC Monitoring Officer for concerns or queries

Employer Liability

Significant Hazards	Incident rating	People at Risk	Existing Controls/Action
Health & Safety in the Office	Low	Clerk	Clerk works from home. Annual review of equipment used.
Inland Revenue	Low	Clerk	The Clerks responsibility to ensure personal tax return submitted annually with details of salary and expenses.
Appraisal/Training/Grievances	Low	Clerk	Members to deal with employment issues when they occur. An annual appraisal between Chairman and Clerk. The Clerk to approach the Chairman with direct concerns or if not appropriate the Vice Chairman