

**Eckington Parish Council -
Risk Assessment**

**last updated January 2020 - Reviewed and Approved by
Council 4th February 2020 (minute 20/1104)**

MGriskassessment2019_2020.xls

Risk	Details	Action	Risk Category	
1	Insurance Cover (physical assets)	Aviva Insurance Ltd £5,383K	This cover is index linked. The property (rebuilding) cost will be re-assessed every five years. The next review is due in 2020	Medium
2	Insurance Cover (contents)	Aviva Insurance Ltd £168K	This figure is reviewed annually and cross-checked against the inventory register	Medium
3	Insurance Cover (employers liability)	Aviva Insurance Ltd £10M	The insurance broker will advise on current market indicators	Medium
4	Insurance Cover (public liability)	Aviva Insurance Ltd £5M + AIG UK Ltd £20M	The insurance broker will advise on current market indicators. Cover increased from £5M to £10M in 2008, to £15M in 2011, to £20M in 2015 and to £25M in 2017.	Medium
5	Insurance Cover (loss of income)	Aviva Insurance Ltd £80K for 12 months	Reviewed annually and cross-checked against income/expenditure account to determine level of cover required	Low
6	Insurance Cover (fidelity)	Aviva Insurance Ltd £750K	Reviewed annually with due regard to maximum exposure	Medium
7	Insurance Cover (terrorism)	Aviva Insurance Ltd as part of main insurance	In line with industry guidelines	Low
8	Assets (furniture & equipment)	Inventory register	Inventory register added to when purchases are made	Medium
9	Assets (Land and buildings)	Asset register	Reviewed periodically - Deeds held by solicitor	Low
10	Internal controls and audit testing	Joanne Taylor	At least two independent internal audits per year. Monthly internal audit by two councillors.	Low
11	Security for vulnerable buildings	NACOSS systems	Burglar alarms regularly checked & maintained. Detection radio transmitted to monitoring station.	Medium
12	Maintenance of vulnerable equipment	Play equipment	Regularly checked by NE Derbyshire District Council staff. Parish Council approves repairs at earliest opportunity.	High
13	Banking arrangements	Co-operative bank and Unity Trust Bank	All monies banked frequently in order to minimise exposure. Aviva Insurance Ltd	Low
14	Grounds maintenance	North East Derbyshire D. C.	District Council agency.	Low
15	Bank reconciliation's	Carried out monthly by Treasurer (RFO)	Monthly report to Council.	Low

16	Bank statements	The Treasurer (RFO)	Bank reconciliation against bank statements monthly. Reconciliations checked by internal auditor.	Medium
17	Financial records	The Treasurer (RFO)	Current hard copies are kept at the RFO's home. Older records are archived at the cemetery lodge office. Computerised records are kept at the RFO's home with a backup to Idrive (accessible by the Clerk).	Low
18	Legal powers	The Clerk	The Clerk ensures that resolutions of Council are legal and can be traced back to relevant Powers.	Medium
19	Borrowing		No borrowing at present	Low
20	Employment law	The Clerk	The Clerk keeps abreast of current legislation and seeks advice as appropriate. The Clerk informs the Council of any misalignment of current practices and current or pending legislation.	Low
21	Inland revenue	The Treasurer (RFO)	All payroll is processed through Sage Payroll. Amounts due to the Inland Revenue are paid promptly. RTI protocol in place.	Low
22	VAT	The Treasurer (RFO)	VAT calculated monthly. Return prepared quarterly and amounts owing are drawn directly by HMRC. VAT inspection was carried out in 2007 and no problems were identified. Making Tax Digital to be implemented in 2020	Low
23	Pension	The Treasurer (RFO)	Auto Enrolment system (Sage) in place. LGPS administered by DCC.	Low
24	Adequacy of precept	The Treasurer (RFO) and full Council	Precept based on realistic budget.	Medium
25	Financial Balances	The Treasurer (RFO) and full Council	Capital & Revenue balances reported monthly together with projection to year end.	Medium
26	Budget	The Treasurer (RFO) and full Council	Revised and reviewed monthly throughout year.	Medium
27	Proper reporting of minutes	The Clerk	Minutes approved by council or committee at next meeting	Low
28	Parish Clerk (Part time)	Unavailable without notice	Records in Civic Centre and at cemetery lodge and on Idrive.	High
29	Parish Treasurer (RFO) (Part time)	Unavailable without notice	Records at cemetery lodge and home and Idrive	High
30	Petty cash	At Civic and Cemetery	Adequate physical security. Accounts limited to £800 at the Civic Centre and £50 at the Cemetery.	Low