Mid Wharfedale Parish Council
RISK ASSESSMENT - 2021

Subject	Risk	Control of Risk	Provision taken
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance.	All current files are kept at the Clerk's home. Minute Books are stored at County Hall, Northallerton.	Ensure files are suitably stored and review on a yearly basis.
Meeting locations	Adequacy Health and Safety	Askwith Village Hall Askwith The premises and facilities are considered to be adequate for the Council, Clerk and any Public who attend from a health, safety and comfort aspect.	Existing procedure is adequate.
Council Records	Loss through theft, fire or damage	Current Minute Book and current Ledger kept in locked cupboard in the garage at Clerk's home.	Damage or theft is unlikely and therefore provision is adequate.
Council Records – electronic	Loss through damage, fire, corruption of computer	There is nothing irreplaceable or confidential on the Clerk's computer and the files are backed up to a memory stick, which is held by the Chairman.	Existing procedure is adequate.
Precept	Adequacy	The precept is an Agenda item at the November Meeting of the Council, when it carefully reviews its budget.	Existing procedure adequate.

Insurance	Adequacy Expense	An annual review will be undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate. Review provision and compliance annually.
Cash	None held		.
Financial Controls and Records	Inadequate checks	A mandate for signing cheques is lodged with the Barclays Bank. Any three signatories may sign a cheque. All payments by cheque are resolved at a Meeting of the Council and entered into the minutes. The amounts appear on Bank Statements and the cheque book stubs are secure.	Existing procedure is adequate.
Freedom of Information Act	Inadequate knowledge	The Clerk is aware that if a request arrives and much additional work is involved, a fee may be requested.	Monitor and report any impacts made under the Freedom of Information Act.

Clerk Employer Liability	Fraud Loss of Clerk Non compliance with employment law	The requirements of Fidelity Guarantee insurance must be adhered to by the Clerk. A contingency fund should be established to enable training in the event of a new appointment. Undertake adequate training and seek advice from Borough Council.	Annual review of Insurance Policy Make allowance for this when setting the annual precept. Existing procedures adequate
Election Costs	Insufficient funds	These are usually paid by HBC	Existing procedures adequate.
Annual Return	Not submitted within time limits	The Annual Return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing and then checked and sent on to the External Auditor within the time limit.	Existing procedures adequate
Minutes, Agendas, Statutory documents	Non-compliance with statutory requirements	Minutes and Agendas adhere to legal requirements. Business conducted at Council Meetings should be managed by the Chairman.	Existing procedures adequate Members to adhere to the Code of Conduct.
Members interests	Conflict of interest	Councillors have a duty to declare any interest before the relevant Agenda item.	Existing procedures adequate – the Register of Members Interests to be reviewed annually.
Policy review date November 22			