

Quinton Risk Review Adopted 20<sup>th</sup> May 2009  
Reviewed and amended May 2023  
Next review May 2024

TOPIC	RISK IDENTIFIED	HIGH/LOW Risk	Management	Action
Salary	Wrong rate/hours paid	Low	Check amount paid each time	Internal control bi-monthly
	Wrong deductions	Low	PAYE calculators used	As above
Costs and overheads	Invoices incorrect	Low	Arithmetic checked and bank reconciliation	RFO then internal control check bi-monthly
	Cheques incorrectly raised	Low	Stubs checked and signed	Approval check then bi-monthly check by internal control
VAT	Incorrect recording	Low	Listed in cash book	RFO check each invoice then bi-monthly internal control
	Claimed within time limits	Low	Return submitted annually	RFO diary
Reserves	Adequacy	Low	Considered at pre-budget stage	RFO diary reviewed bi-monthly
	Earmarked but not identified	Low	Considered at pre-budget stage	RFO diary
Community Events (mayday etc.)	Injury/damage	Medium	Separate risk assessment to be undertaken by family of May Queen. No hot food to be served	Clerk to liaise with May Day committee annually
Assets	Health and Safety of play area	Low	Annual inspection by third party. Their recommendations acted upon Bi-Weekly check by Amenities Party with tick list	Amenities working party diary
	Loss/damage	Low	Annual inspection, update of insurance and asset register Weekly inspection of equipment by Amenities working party	RFO diary  Amenities
	Village Green Maintenance	Medium	Contractor provides copy of public liability insurance	Clerk Annual check

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			Contractor carries out own risk assessment	
Staff	Loss of Clerk	Medium	<p>All records fully up to date and backed up. Back up login details held by ICC and all passwords</p> <p>Clerk has contract of employment so must give notice.</p> <p>Sickness and other policies adopted.</p> <p>All documents held one separate laptop so easy to hand over if required.</p> <p>Member of Northants CALC who could provide locum cover</p>	Clerk monthly. Checked by Internal control
	Fraud	Low	Fidelity Guarantee set and reviewed	Annual diary with insurance renewal
Members	Injury/Damage	medium	Members tripping over, falling into road, injuring themselves or others and damaging third party assets	Members to take reasonable care at all times and to work in pairs at all times
Minutes	Inaccurate/illegal	Low	Reviewed and signed at next meeting	Agenda item bi-monthly
Members interests	Conflict of interest	Low	Declarations minuted and member takes no part in item	Agenda item bi-monthly
Precept	Not submitted/paid/inadequate	Low	Fully minuted and reviewed pre-budget	Agenda item and RFO diary
Cash	Dual control required	Low	Cash avoided where held counted by RFO and member	Clerk
Office	No office so confidentiality issues/security of information	High	Clerk to store as much documentation as	Diary

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			possible in locked filing cabinet at village hall	
Clerk's Laptop	Loss of information. Security issues	Low	All documents stored on dropbox and ICC holds login details and passwords. Laptop is password protected Internet security updated on laptop at all times. Copy of passwords to be held by a council member and updated every 6 months.	Diary
Website	Security Issues	Low	Website policy in place reviewed annually	Diary
	GDPR Compliance/ Data Protection issues	Low	Policies in place & Northants CALC appointed DPO	
Social Media	Security Issues Inappropriate use	Low	Social media policy in place	Diary
Litter pick	Health & safety	Med	Advice from insurers taken and acted upon	Diary