Ollerton & Boughton Town Council
Risk Assessment Policy - Matrix

RISK:	2.1 Acting illegally	2.2 Acting in a way that damages the Council's reputation and ability to achieve desired targets	2.3 Third party claims (including injury to staff)	2.4 Theft or fraud by external persons, staff, associated persons (including Councillors); acting individually or in collision	2.5 Default of debtors	2.6 Loss/reduction in value of investments and cash deposits	2.7 Damage/loss through fire and external events	2.8 Incorrect accounting and budgetary control	2.9 Incorrect application of financial and other related legislation eg VAT, HMRC	2.10 Waste and lack of value for money	2.11 Destruction or loss of statutory/key records
Key documents											
3.1. Standing Orders.	♠	♠			♠			♠			
3.2. Financial Regulations.	♠	♠			♠			♠		♠	
3.3 Practitioners' Guide	♠	♠	♠	♠	♠	♠	♠	♠	♠	♠	♠
3.4 Insurance policy.			♠	♠			♠				♠
3.5 Investment of Funds Policy	♠	♠		♠		♠					
3.6 Complaints Procedure		♠									
3.7 Staff Employment Handbook	♠	♠									
3.8 Asset Register.			♠	♠			♠				
3.9 Inspection records	♠	♠	♠								
3.10 Risk Assessment File.	♠	♠	♠							♠	♠
3.11 Equal Opportunities Policy	♠	♠									
3.12 Freedom of Information Act	♠	♠	♠								
3.13 Members Code of Conduct.	♠	♠	♠								
3.14 Health & Safety Policy	♠	♠	♠								
3.15 Members Handbook	♠	♠	♠								
3.16 Members Declarations of Interests	♠	♠									
Key Processes											
4.1 Internal auditor.	♠	♠			♠		♠	♠	♠		
4.2 Annual Return.	♠	♠							♠		♠
4.3 Maintenance of equipment.	♠	♠	♠							♠	
4.4 Staff awareness/training.	♠	♠	♠	♠	♠	♠	♠	♠	♠	♠	♠
4.5 Advice: external	♠	♠	♠			♠	♠				
4.5 Advice: from Clerk	♠	♠	♠	♠	♠	♠	♠	♠	♠	♠	♠
4.6 Financial/payroll accounting record	♠	♠		♠	♠	♠		♠	♠		
4.6 Budgeting systems/records		♠						♠		♠	
4.7 Secure storage											♠
5.1 Audit of Financial Risks	♠	♠	♠	♠	♠	♠	♠	♠	♠	♠	♠

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