

Risk Assessment and Financial Management for the year 1 April 2019 to 31 March 2020

The risk management procedures, as documented below, were confirmed to be in practise by the Parish Council at its meeting on 11 March 2020

| Topic | Risk Identified | Risk | Management of Risk | Staff Action | Audit Check |
|------------------------------------|---|-------|--|---------------------------|-------------|
| | | H/M/L | | | Frequency |
| Precept | Agreed at full Council meeting | L | Minute to show amount agreed | RFO to check | January |
| | Not submitted | L | Minute to show receipt by BDC | RFO to check | March |
| | Not paid by DC | L | Confirm receipt | RFO to check | 6 mthly |
| | Adequacy of precept | | Budget process followed | RFO/Council | Annually |
| | Monitoring of precept/budget | L | Quarterly receipt of budget to actual | RFO to action | Quarterly |
| Other Income | Cheque banking | L | Check to bank statements. | Annual review of controls | Whenever |
| | Bacs banking | | Regular bank reconciliations. | | Quarterly |
| Salaries | Wrong salary/hours/rate paid | L | Check salary/check hours and rate | Chair to verify | bi-mthly |
| | Wrong deductions - NI & Income Tax | L | Check to PAYE Calculations | Chair to verify | Annually |
| Direct Costs and overhead expenses | Goods not supplied to Council | L | Follow up on orders | Approval check | Whenever |
| | Invoice incorrectly calculated or recorded | L | Check arithmetic on invoices & perform bank reconciliations on quarterly basis | Council to verify | Bi-mthly |
| | Cheque payable is excessive or to wrong party | L | Signatory initials stub & invoice | Approval check | bi-mthly |
| Grants & support | No power to pay or no evidence of agreement of Council to pay Condititons agreed | L | Minute council agreement with the power used to authorize payment | Council to verify | Whenever |
| | | L | Agree and document any reasonable conditions | RFO Check | Whenever |
| Election costs | Invoice at agreed rate | L | RFO check and consider budget | RFO verify | Whenever |
| VAT | VAT analysis | L | All items in cash book lists | RFO verify | Annually |
| | Charged on purchases | L | Consider all items per cash book lists | RFO verify | Annually |
| | Claimed within time limits | L | Agree returns submitted | RFO verify | Annually |

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|--------------------|--|--------|---|--------------------------------------|-----------------|
| Reserves - General | Adequacy | M | Consider at Budget setting. Council in process of strategy to increase reserves to be maintained at 50% of budget. | RFO opinion. | Annually |
| Assets | Loss, Damage etc | L | Annual inspection, update insurance and asset registers | RFO opinion. | Annually |
| | Risk or damage to third party property or individuals | L | Review adequacy of Public Liability Insurance. Risk Assessment prior to use of Beacon Brazier | RFO to check | Annually |
| Staff | Loss of key personnel (Clerk) | L | Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate. | RFO/Member view | 12 months |
| | Fraud by staff | L | Fidelity Guarantee value appropriately set | Council to review annually | 12 months |
| | Key Personnel | L | The position of Proper Officer / Clerk/ Responsible Financial Officer is filled by one person | RFO role to be confirmed on an basis | Annually in May |
| Loss | Consequential loss due to critical damage or third party performance | L | Review adequacy of Insurance Cover | Council to review annually | Annually |
| Maintenance | Reduced value of assets or amenities - loss of income or performance | M | Annual maintenance inspection. <i>Council in process of moving and carrying out minor repairs to Village Sign.</i> | Diary | Annually |
| Legal Powers | Illegal activity or payment | L | Council educated as to their legal powers All expenditure to refer to power used | Diary | Bi-mthly |
| Financial Records | Inadequate records | L | Council has appointed a Qualified Clerk to manage the Council's financial affairs. | Diary | 12 months |
| | Loss of records Postholder of RFO | L L | Office 365 used - 1TB if cloud storage. Noted that the potsholder is also an Internal Auditor contracted to carry out internal audits on behalf of S.A.L.C. Internal control expanded to a robust system of internal checks. | Diary | Annually |

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|-------------------|---|------------------------------|--|---|---|
| Council's Records | Access to records held on the Council owned computer Cyber security and risk of cyber attack | L L M | Access to computer is password protected. Access to Office 365 is password protected. All records held in the Cloud Council to ensure that all means of sharing information and communication other than email is explored | RFO /Chair RFO to consider best practises to protect against email compromise | Rotate on a regular basis. |
| Minutes | Accurate and legal | L | Review at next scheduled meeting All pages signed and paginated. | Diary | Bi-mthly |
| Members Interests | Conflict of Interest | M | Declaration of interest to be documented / minuted and any conflict addressed as appropriate. Reminder to review at Annual Council Meeting | Diary | Bi-mthly Annually |
| Personal Data | GDPR Regulations - compliance with regulations for the processing of personal data held by the Parish Council | L | Council has in place procedures for the analysis of personal data held; knows the lawful basis for processing and documenting personal data; has privacy information available to individuals; process to dispose of personal data; has procedures to respond to requests for data & has processes to identify, report, manage and resolve any personal data breaches. | Diary | Annually |
| Website | Website Security Certificate Digital accessibility of websites. Standards for web content Accessibility of website | L L L M | Security certificate added to the website by Council's website hosters Council's website hosters have confirmed that their templates conform to accessibility standards. Alternative text added to images Link descriptions added to links Accessibility statement on website | Diary Jul-19 Diary To be actioned by Clerk | Annually Annually Monthly |

Reviewed and adopted on **11 March 2020**