

RISK ASSESSMENT -March 2019
Fritton with St. Olaves PARISH COUNCIL

This document has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise the following plan was followed:

Identified the areas to be reviewed.

Identified what the risk might be.

Evaluate the management and control of the risk and record all findings.

Review, assess and revise if required.

<u>Topic</u>	<u>Risk</u>	<u>H/M/L</u>	<u>Control of Risk</u>	<u>Review/Assess</u>
<u>Financial and Management Precept</u>	-Adequacy of precept -Requirements not submitted to District Council -Amount not received by District Council	LOW LOW LOW	To determine the precept amount required the Parish Clerk, along with the Councillor that holds the finance portfolio, regularly budgets with up to date information, and the precept is an agenda item annually at full Council. At the precept meeting Council receives a budget up to date report, including actual position and indicative figures/costings obtained by both the Clerk and the Councillor holding the finance portfolio. With this information the Council maps out the required monies for standing costs and projects for the following year. Specific figures are applied to budget headings, the total of which is the precept total requested from GYBC. The figure is submitted to GYBC by the Clerk in writing, The Clerk informs Council when the monies are received (approx time May).	Existing procedure adequate
<u>Financial Records</u>	-Inadequate records -Financial irregularities	LOW LOW	The Council has financial regulations which set out the requirements.	Existing procedure adequate, review when necessary
<u>Bank and Banking</u>	-Inadequate checks -Bank Mistakes -Loss -Charges	LOW LOW LOW LOW	The Council has financial regulations which set out the requirements for banking, cheques and reconciliation's. If the banks make any errors in processing cheques this will be discovered by the Clerk when the account is reconciled once a month., and is dealt with immediately.	Existing procedure adequate. Review financial regulations and bank signatory list when necessary. Monitor the bank statements monthly
<u>Cash</u>	Loss through theft or dishonesty	LOW	The Council has financial regulations which set out the requirements. There is no petty cash	Existing procedure adequate. Review financial regulations when necessary
<u>Reporting and Auditing</u>	Information communication Compliance	LOW MEDIUM	A monitoring statement is produced at each meeting by the Clerk and is discussed and approved by the Council. This statement includes a breakdown of all payments and payments balanced against the bank balance at every meeting. Bank reconciliation's completed and presented to Council three times a year. Budget to actual spent report four times a year, and the Internal Control Officer report is presented twice a year.	Existing communication procedures adequate. Council annually to appoint Internal Control Officer
<u>Direct costs, overhead</u>	Goods not supplied but billed	LOW	The Council has financial regulations which set out the requirements.	Existing procedures adequate.

<u>expenses and debts</u>	Incorrect Invoicing Cheque payable incorrect Loss of stock Unpaid Invoices	LOW LOW LOW LOW	At each Council meeting the list of invoices awaiting approval is distributed to all Councillors on the payment sheet created by the Clerk. Two Councillors are nominated to check each invoice against the cheque book and sign off each invoice. Council approves the list of payments. The Council has minimal stock, of which is checked by the Clerk. Unpaid invoices to the Council for services are pursued and where possible payment is obtained in advance.	Review financial regulations when necessary.
<u>Grants and support payable</u>	Authorisation of Council to pay	LOW	All such expenditure goes through the Council process of approval, and is minuted and listed accordingly if payment is made using section 137 power.	Existing procedure adequate. Parish councillors request s137 rules if required.
<u>Grants receivable</u>	Receipts of grant	LOW	The Parish Council does not presently receive any regular grant. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed if required
<u>Council records - paper</u>	Loss Through: -Theft -Fire -Damage	LOW MEDIUM LOW	The Parish Council records are stored Fritton Village Hall.. Records include historical correspondence, minute books, year end accounts, personnel, insurance, salaries, contracts, PAYE, VAT, tenders.	Apart from fire both damage and theft is unlikely so provision is adequate.
<u>Council records - electronic</u>	Loss through theft, fire, damage, corruption of computer	LOW/ MEDIUM	The Parish Councils electronic records are stored on the Clerks computer. Back ups are taken every six months.	USB back up of electronic files.
<u>Physical Equipment or areas</u>				
<u>Assets</u>	Loss or damage Risk/damage to third parties/property	LOW LOW	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedures adequate
<u>Maintenance</u>	Poor performance of assets or amenities Loss of income or performance	LOW LOW	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with Parish Councils procedures. All Assets are insured and reviewed annually.	Existing procedure adequate. Ensure inspections are carried out.
<u>Noticeboards</u>	Risk/damage/injury to third parties Road side safety	LOW LOW	The Parish Council has three notice boards sited around the village. All locations have approval by relevant parties, insurance cover and are inspected regularly by the Councillors and the Clerk any necessary repairs needed are reported.	Existing procedure adequate.
<u>Street Furniture</u>	Risk/damage/injuries to third parties	LOW	The Council is responsible for village signs and seats around the village. These are covered by insurance. No formalised inspections are carried out, all reports of fault/damage are reported to Council and /or dealt with.	Existing procedure adequate
<u>Meeting Location</u>	Adequacy Health and Safety Business conduct	LOW MEDIUM LOW	The Parish Council Meetings are held at St Olaves Village Hall and Fritton Village Hall.. The premises and facilities are considered good for the Clerk, Councillors and Public who attend. All minutes and agendas are displayed accordingly to the legal requirements. Business conducted at Council meetings are managed by the Chair.	Existing location is adequate Members to adhere to code of conduct

<u>Financial and Management Continued</u>				
<u>Members Interests</u>	Conflict of interest	LOW	The declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty.	Existing procedure adequate. Councillors must take responsibility to update their register
	Register of members interests	MEDIUM	Register of members interests forms should be reviewed regularly by Councillors.	
<u>Insurance</u>	Adequacy	LOW	An annual review in undertaken before the time of the renewal, of all insurance policies.	Existing procedures adequate. Review insurance provisions annually
	Cost	LOW	Employer/employee liability is a necessity and must be paid for.	Review of compliance
	Compliance	LOW	Ensure compliance measures are in place.	
	Fidelity guarantee	MEDIUM	Ensure fidelity checks are in place.	
<u>Data Protection</u>	Policy and provision	MEDIUM	The Council will be ready to adhere to the new Data Protection Regulations that come into force in May 2018.	Ensure all information is received from NALC
<u>Freedom Of Information Act</u>	Policy and provision	MEDIUM	The Clerk is aware that if a substantial request arrives then this may require many extra hours of work. The Council may request a fee if the work will take longer than 15 hours, but the applicant has the right to resubmit the request broken down into sections, thus negating the payment of a fee. For any request a small amount is charged to the applicant to cover basic administrative and postal charges.	Monitor and report any impacts of requests made under the F and I act.
<u>Best Value Accountability</u>	Work awarded incorrectly	LOW	Normal Parish Council practice is to seek more than one quote for any substantial work required or for goods purchased. For major contract services, formal tenders must be sought. If a problem is encountered with a contract the Clerk must investigate the situation, check the tender and then report to Council.	Existing procedure adequate. Include when reviewing financial regulations
	Overspend on services	MEDIUM		
<u>Salaries and associated costs</u>	Salaries paid incorrectly	LOW	The Parish Council pays every employee in line with current Government and NALC Legislation. Salary rates are assessed annually. Salary slips are supplied by the Clerk monthly as is the monthly payment to be paid to HMRC for the tax and NI. These are inspected at the Council meetings. The TAX and NI is worked out using an Inland Revenue computer programme that is updated annually. All TAX and NI payments are submitted in the Inland Revenue Return.	Existing payment system is adequate.
	Wrong hours paid	LOW	Each employee has a contract of employment and job description.	
	Wrong rate paid	LOW		
	False employee	LOW		
	Wrong deductions of NI or TAX	LOW		
	Unpaid TAX and NI contributions to the inland Revenue	LOW		
<u>Employees</u>	Loss of key personnel	MEDIUM	A continuity plan should be made in case of loss of key personnel.	New procedure may be needed.
	Fraud by staff	LOW	The requirements of the fidelity guarantee insurance to be adhered to with regards to fraud. The Clerk is provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Purchased revised books. Membership of NALC and SLCC. Monitor working conditions and
	Actions undertaken by staff	LOW	The Caretaker is provided with adequate direction and safety equipment needed to undertake the role.	

				safety requirements.
<u>Councillors Allowances</u>	Councillors over-paid income tax deduction	LOW	No allowances are allocated to Parish Councillors.	No procedure required
<u>Election Costs</u>	Risk of an election cost	LOW/ MEDIUM	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from Great Yarmouth Borough Council for both a full and uncontested election.	Existing procedure adequate
<u>VAT</u>	Re-claiming/charging	LOW	The Council has financial regulations which set out the requirements.	Existing procedures adequate
<u>Annual Return</u>	Submit within time limits	LOW	The annual return is completed and signed by the Clerk. It is then submitted to the Internal Auditor for completion and signing.	Existing procedure adequate
<u>Legal Powers</u>	Illegal activity or payments	LOW	All activity and payments within the powers of the Parish Council to be resolved and minuted at full Parish Council Meetings.	Minutes
<u>Minutes/ Agendas/ Notices/ Statutory Documents</u>	Accuracy and legality	LOW	Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council Meeting.	Existing procedures adequate. Training/guidance to Chair should be given (if required).