

1. FINANCE, ADMINISTRATION AND MANAGEMENT

| Subject | Risk(s) Identified | Risk Level H/M/L | Management / Control of Risk | Review/Assess/Revise |
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| Business Continuity | Risk of Council not being able to continue its business due to unexpected or tragic circumstances (theft, fire, corruption of computer data) | 3 | Requires a business continuity plan (BCP) | BCP to be written and approved by SPC |
| Precept | Adequacy of precept | 3 | Precept requirement is reviewed annually by Finance Committee and recommendations taken to SPC early December. Council reviews financial information including actual spend, end of year forecast and estimated figures for next financial year. This information is used to agree and set specific budget headings and amounts for the following year. The total is resolved to be the precept requested from TWBC | Procedure adequate |
| | Requirements not submitted to TWBC | | Request submitted electronically by RFO | Procedure adequate |
| | Amount not received by SPC | | RFO checks money received and notifies SPC | Procedure adequate |
| Financial Records | Inadequate records | 3 | SPC has Financial Regulations which set out requirements | Procedure adequate |
| | Financial irregularities | | SPC has Financial Regulations which set out requirements and annual audits are carried out to ensure compliance | Procedure adequate |
| | Loss of records | | Computer backups are made regularly | Procedure adequate |
| | Inadequate checks | | SPC has Financial Regulations which set out requirements for banking and reconciliation of accounts | Procedure adequate |

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| Bank & Banking | Bank mistakes/loss/charges | 3 | Bank accounts are reconciled by the RFO and signed off by a delegated councillor every month following a visual check of the online statements to verify the hard copies are a true record | Procedure adequate |
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| Cash | Loss through theft or dishonesty | 2 | SPC has Financial Regulations that set out the requirements. Cash received is banked within 3 banking days and a Fidelity Guarantee is included in the insurance policy | Procedure adequate |
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| Reporting & Auditing | Information communication | 2 | A budget monitoring statement is prepared by the RFO and taken to the monthly Parish Council meeting | Procedure adequate |
| | Compliance | | SPC carries out regular internal audits to comply with Fidelity Guarantee | Procedure adequate |
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| Direct Costs, Overhead Expenses & Debts | Goods not supplied but billed | 3 | SPC has Financial Regulations that set out the requirements | Procedure adequate |
| | Incorrect invoicing | | At each council meeting the list of invoices awaiting approval is considered and approved | Procedure adequate |
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| Grants | Receipts of grants | | SPC received a Member's Grant of £1,000 from KCC in 20/21 | Due to COVID Regulations monies not spent and KCC informed. Funding will be carried forward to 21/22 and all expenditure will be approved by Parish Council |
| | Awarding of grants | | Currently SPC has not awarded any grants [20/21] | |
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| Charges | Receipt of rental | 0 | RFO issues invoices for the use of Old School Hall, Sports Pavilion and playing fields in accordance with contracts | Procedure adequate |

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| Charges | Insurance implications | 0 | SPC has public liability insurance and hirers are required to provide proof of their own liability insurance | Procedure adequate |
| Best Value - Accountability | Work awarded incorrectly/overspend on services | 3 | SPC has Financial Regulations that set out the requirements | Procedure adequate |
| Salaries & Associated Costs | Salary paid incorrectly; wrong NI or PAYE deductions made; unpaid NI or tax | 4 | The RFO is responsible for the calculation and payment of salaries using HRMC payment tools | Procedure adequate |
| Employees | Loss of key personnel | 5 | Key personnel are issued with contracts which require notice periods | Procedure adequate |
| | Fraud | | The requirements of the Fidelity Guarantee insurance to be adhered to with regards to fraud | Procedure adequate |
| | Actions undertaken | | The Clerk & RFO should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role | Procedure adequate |
| | Health & Safety | | SPC has a Health & Safety Policy | Procedure adequate |
| Councillor Allowances | Councillors are overpaid | 2 | SPC has Standing Orders which set out the requirements | Procedure adequate |
| Election Costs | Risk of an election cost | 8 | Risk is higher in an election year (2021). When an election is due the Clerk will obtain an estimate of costs from TWBC for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled | Procedure adequate |
| VAT | Failure to claim | 2 | In accordance with VAT Act 1994 the RFO submits quarterly claims | Procedure adequate |
| | VAT is reclaimed incorrectly | | Reviewed by internal auditor annually | Procedure adequate |

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| Annual Returns | Failure to submit within time limits | 2 | PAYE Employers Annual Return is completed and submitted to the Inland Revenue by the RFO within the prescribed time frame | Procedure is adequate |
| | | | The AGAR is completed by RFO prior to going to full council for approval and signing by the Chairman & Clerk. It is submitted to the internal auditor for completion and signing and then sent to the External Auditor | Procedure is adequate |
| Council Records - paper | Loss through theft, fire or damage | 8 | Work in progress | The Clerk is to carry out an audit of all paper records and will make safe storage recommendations |
| Council Records - electronic | Loss through theft, fire, damage or corruption of computers | 5 | Computers backed up regularly onto external drive which stored in fireproof cabinet off site; documents backed up to cloud no documents stored permanently on computers | Procedure adequate |
| Insurance | Adequacy, cost and compliance | 2 | All insurance arrangements are reviewed annually. | Procedure adequate |
| | Fidelity Guarantee | | Fidelity Guarantee in place | Procedure adequate |
| Freedom of Information Act | Policy | 3 | SPC has a model publication scheme for Local Councils in place | Procedure adequate |
| | Provision | | SPC is able to request a fee for any information requested to cover the cost of consumables and the clerk's time | Procedure adequate |
| Data Protection / GDPR | Policy | 5 | SPC is registered with the Information Commissioner's Office | Procedure adequate |
| | Provision | | Annual review of processes and training to ensure compliance with GDPR | Procedure adequate |

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| Meeting Location | Adequacy and Health & Safety | 2 | Parish council meetings are held in the Old School Hall. The premises and facilities are considered to be adequate for the Clerk, RFO, Councillors and Public who attend from Health & Safety and comfort aspects | Existing location adequate |
| 2. ASSETS | | | | |
| Street furniture, play areas, open spaces, noticeboards, office equipment, gates, etc | Loss | 5 | Asset register is kept and updated annually and insurance is reviewed | Procedure adequate |
| | Risk or damage to third parties or property | | Regular checks are made; maintenance is carried out and RoSPA recommendations are implemented | Procedure adequate |
| 3. LIABILITY | | | | |
| Legal Powers | Illegal activity or payments | 2 | All activity and payments made within the powers of the parish council (not ultra vires) and to be resolved and clearly minuted | Procedure is adequate |
| Minutes/Agendas/ Notices/Statutory Documents | Accuracy and legality | 2 | Minutes and agenda are produced by the Clerk and adhere to legal requirements | Procedures adequate |
| | | | Minutes are approved and signed at the next council meeting | |
| | | | Minutes and agenda are displayed according to legal requirements | |
| | Business conduct | | Business conducted at council meetings should be managed by the Chairman | |
| Contractors | Not insured or inadequately insured | 5 | Clarify that contractors/subcontractors are insured and obtain copies of certificates and schedules | Procedure adequate |

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| Public Liability | Risk to third party, property or individuals including volunteers | 2 | Insurance is in place up to £10 million | Procedure adequate |
| Employer Liability | | | | |
| | Non-compliance with employment law | 2 | Member of KALC so advice can be sought | Procedure adequate |
| Legal Liability | Legality of activities | 3 | Clerk to clarify legal position on proposals and to seek advice if necessary | Procedure adequate |
| | Proper and timely reporting via minutes | | Minutes always received and approved at following monthly meeting | Procedure adequate |
| | Proper document control | | Financial and other documents retained as legally required and in accordance with Retention Policy | Procedure adequate |
| 4. COUNCILLORS PROPRIETY | | | | |
| Members' Interests | Conflict of interest | 2 | Councillors have a duty to declare any interests at the start of the meeting | Procedure adequate |
| | Declaration of Councillors' Pecuniary Interests | | Declaration of Pecuniary Interest forms to be reviewed regularly by councillors and published on website | Procedure adequate |