

FLITTON AND GREENFIELD PARISH COUNCIL RISK ASSESSMENT (January 2019)

It is the responsibility of the RFO to ensure that members are aware of the areas at risk covered below. However, the Council has ultimate responsibility for decisions and action.

- Assets – buildings, equipment, etc.
- Financial – accounting, cash control, audit, etc.
- The Public – recreation grounds, burial grounds, etc.
- Legal – Standing Orders, Financial Regulations, records of the Council, etc.
- Members – Declarations of Interest, receipt of gifts, etc.
- Employees – conditions of employment, compliance with employment law
- Health and Safety – all areas

RESPONSIBILITY

Council and Finance Committee

Risk or Potential Hazard	Method or precautions used to Minimise Risk	Risk Level H/M/L	Person Responsibility
<p>To ensure compliance with the Acts of Parliament, Council’s financial regulations and code of conduct.</p> <ol style="list-style-type: none"> 1. Lack of knowledge of regulations and codes. 2. Absence of standing orders 3. Actions by the PC outside its powers laid down by Parliament. 4. Lack of commitment to regulations and procedures. 5. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism. 6. Payments made without prior approval and adequate control. 7. Lack of control of signatories to cheques. 8. VAT not properly accounted for, resulting in over claims and large demands from C&E. 	<ol style="list-style-type: none"> 1. Ensure that all Councillors have copies of appropriate legal information and provide training where possible. 2. Ensure that Standing Orders are in place, understood by councillors, and reviewed regularly. 3. As at 1 above. 4. Regular reference to regulations in agenda items. 5. and 6. Regular reference to regulations in agenda items. 7. Ensure all payments are approved in Council meetings and recorded in minutes. Avoid cash payments where possible. Keep authorised signatories to a minimum consistent with practicalities. 8. Ensure appropriate publications held and that Clerk has good knowledge of regulations 	<p>Low</p>	<p>RFO</p> <p>Chair/RFO</p> <p>Chair/RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p>

Risk or Potential Hazard	Method or precautions used to Minimise Risk	Risk Level H/M/L	Person Responsibility
<p>To identify and regularly review the Council's priorities</p> <ol style="list-style-type: none"> 1. Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement. 2. Lack of commitment by council members 3. No risk analysis carried out. 4. No steps taken to combat identified risks 	<ol style="list-style-type: none"> 1. All councillors to be made aware of need for and identification of risk and be trained if practicable. 2. and 3. Add risk assessment to agenda annually, reviewing particular items, and results against those items. 4. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission 	Low	<p>RFO</p> <p>RFO/Councillors</p> <p>RFO/Councillors</p>
<p>To influence other council departments and Government organisations to fulfil the requirements of the Parish population</p> <ol style="list-style-type: none"> 1. Lack of effective lines of communication with other organisations. 2. Lack of effective lines of communication with parishioners. 3. Lack of preparation on subjects requiring influence. 4. Lack of confidence by Parish Councillors. 	<ol style="list-style-type: none"> 1. Ensure that all communication lines are made available to all councillors Establish contacts by name and where possible face-to-face. 2. Use all methods of communication effectively and have a regular page in Flit'n'More. Use key issues to raise profile of PC and to test parishioner's views. 3. Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion. 4. Experienced councillors to assist new-comers. Assign to specific sub committees to increase knowledge 	Low	<p>RFO/Councillors</p> <p>RFO/Councillors</p> <p>RFO/Councillors</p> <p>RFO/Councillors</p>
<p>To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks</p> <ol style="list-style-type: none"> 1. Lack of knowledge of possible culpability of councillors. 2. Lack of education of Councillors regarding culpability. 3. Inadequate insurance cover taken out – property, personal liability, employer's liability. 	<ol style="list-style-type: none"> 1. And 2. Familiarisation with Standing Orders and where greatest risk may occur. Assist newcomers to understand culpability. Attend any training courses available. Review risk assessment by regularly including on PC agenda. 3. Ensure Finance Committee is responsibility for keeping up-to-date with insurance requirements 	Low	<p>RFO/Councillors</p> <p>RFO/Councillors</p>

Risk or Potential Hazard	Method or precautions used to Minimise Risk	Risk Level H/M/L	Person Responsibility
<p>To keep appropriate records of accounts accurately and up-to-date throughout the financial year</p> <ol style="list-style-type: none"> 1. Lack of knowledge of accounting requirements 2. Lack of commitment to accounting requirements. 3. Bank charges unnecessarily incurred 4. Inaccuracies in recording amounts, totals in books of account, and bank reconciliations. 5. Inaccuracies and interest losses caused by account transfers. 6. The most beneficial interest terms not being employed. 7. Inadequate control of cash receipts and payments. 8. Accounts not kept up to date/ invoices not posted promptly. 9. Internal controls not in place or not operated. 10. Payments missed or delayed due to inadequate filing of invoices. 11. Clerk taken ill or leaves without replacement 	<ol style="list-style-type: none"> 1. Ensure that all councillors are familiar with current financial regulations, and review regularly. 2. Ensure RFO has responsibility for financial management. 3. As at 1. and 2. above. 4. and 5. RFO to produce financial reports at all Finance Committee meetings. Internal and external audit reports to be made available to all councillors and recommendations to be acted upon promptly. 5. Internal and external audit to be undertaken annually. RFO to ensure that account are formatted to ensure there are internal controls. 6. Keep number of accounts to a minimum and ensure that best interest is obtained. 7. Avoid cash payments if possible. 8. 9.and 10.Quarterly Finance Committee meetings and quick turnaround on cheque signature and despatch and monitor any complaints 11.Ensure that Chair of Finance Committee is familiar with all aspects of financial matters 	Medium	<p>RFO/Councillors RFO RFO/Councillors</p> <p>RFO/Councillors</p> <p>RFO/Councillors</p> <p>RFO RFO</p> <p>RFO/Councillors Chair Finance Committee</p>
<p>To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.</p> <ol style="list-style-type: none"> 1. Lack of knowledge of wishes of residents and use of funds not in accordance with them 2. Use of funds not giving value for money. 3. Charges for use of facilities inadequate. 4. Fund raising not properly controlled or not in accordance with regulations. 	<ol style="list-style-type: none"> 1. Ensure residents are given the opportunity to attend and address Council meetings where any issues are discussed 2. Ensure effective annual budget planning processes and that RFO has effective financial management, along with Internal audit checks 3. Make regular comparison of fees with other Local Councils. 4. No fund-raising activities carried out apart from income from fees 	Low	<p>Chair/RFO</p> <p>RFO/Councillors RFO/Councillors</p> <p>RFO/Councillors</p>

Risk or Potential Hazard	Method or precautions used to Minimise Risk	Risk Level H/M/L	Person Responsibility
<p>To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate</p> <ol style="list-style-type: none"> 1. Lack of knowledge of budgetary process, and Council regulations. 2. Lack of commitment to budgetary process. 3. Inadequate consideration of requirements for annual precept. 4. Calculation not in accordance with Council regulations. 5. Inadequate internal controls with regard to monitoring expenditure. 6. Reserves too low 	<ol style="list-style-type: none"> 1. Ensure Financial regulations kept up to date and Councillors start thinking about the process early 2. and 3. Make sure the Clerk understands responsibilities as RFO and conveys precept requirements to Finance Committee which should oversee the budgetary process 3. Create annual spending plans and end of year projections/actuals to assist in process. 4. Ensure Clerk and Finance Chairman double check calculations and report financial and budget progress reports to all PC meetings. 5.and 6. Ensure effective controls are in place through Finance Committee and Internal Audit 	Medium	<p>RFO/Councillors</p> <p>RFO/ Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p>
<p>To explore all possible sources of income, and to ensure that expected income is fully received.</p> <ol style="list-style-type: none"> 1. Lack of knowledge of possible sources of income e.g. grants. 2. Lack of commitment to pursue possible sources of income. 3. Receipts not banked or not banked promptly. 4. Debts not pursued promptly. 5. VAT claims not made promptly or made incorrectly. 	<ol style="list-style-type: none"> 1. and 2. Ensure the Clerk is suitably trained and well read to gain experience of all grants available and application procedures. 3. and 4. Regular monitoring by Finance Committee and Internal audit checks. 5. Ensure Clerk has appropriate and up-to-date VAT knowledge and monitoring by Finance Committee plus Internal audit checks. 		<p>RFO/Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p>

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<p>To ensure that salaries paid to employees and amounts paid to contractors are in accordance with council regulations, and monitored</p> <ol style="list-style-type: none"> 1. Inappropriate rate of pay to employees. 2. Tax and NI arrangements not in accordance with regulations. 3. Amounts paid to contractors not in accordance with contract and inadequately monitored 	<ol style="list-style-type: none"> 1. and 2. Ensure employee regulations are available and understood by Clerk and that Finance Committee makes recommendations to Council meeting for approval. Internal audit checks 3. Regular monitoring by Finance Committee and Internal audit checks 	Low	<p>RFO/Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p>
<p>To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.</p> <ol style="list-style-type: none"> 1. Lack of knowledge of Council regulations and procedures. 2. Late or non- submission of annual accounts. 3. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements. 4. Inadequate audit trail from records to final accounts. 	<ol style="list-style-type: none"> 1. Ensure Financial regulations kept up to date. 2. Include a time table to Finance Committee. 3. Chairman of Finance Committee to oversee the process and report to Finance Committee as agreed in timetable. 4. Chairman of Finance Committee to oversee the process and report to Finance Committee plus Internal audit checks 	Low	<p>RFO/Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p> <p>RFO/Chair Finance Committee</p>
<p>To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained</p> <ol style="list-style-type: none"> 1. Lack of knowledge of assets of Parish Council. 2. Assets lost or misappropriated 3. Inadequate or inaccurate valuation of the council's assets. 4. Asset register not established or inadequately maintained. 	<ol style="list-style-type: none"> 1. Maintain a record of all assets for which Parish council is responsible. 2. Ensure each Sub Committee understands responsibility for security, risk and maintenance of each asset. 3. Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks. 4. Maintain a record of all assets for which Parish council is responsible (Asset register) 	Low	<p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p>

Risk or Potential Hazard	Method or precautions used to Minimise Risk	Risk Level H/M/L	Person Responsibility
<p>To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc.</p> <ol style="list-style-type: none"> 1. Lack of knowledge of applicable legislation 2. Lack of public awareness of applicable legislation. 3. Failure to comply with applicable legislation 	<ol style="list-style-type: none"> 1. Clerk to have knowledge of appropriate legislation. 2. Review liabilities and responsibilities periodically at PC meetings and include, as appropriate, in any public consultations. 3. As at 1 and 2 above 		<p>RFO</p> <p>RFO</p> <p>RFO</p>
<p>To carry out adequate safety checks on all buildings, properties, and equipment for which the council is responsible.</p> <ol style="list-style-type: none"> 1. Lack of information on properties, buildings and equipment. 2. Lack of knowledge of safety requirements 3. Lack of commitment to carrying out safety checks. 	<ol style="list-style-type: none"> 1. Ensure that all current legislation and advice is held by Clerk. Include all properties in asset register 2. Ensure that all current legislation and advice is held by Clerk and undertake professional inspections of assets. 3. As at 2. Above and ensure there is a programme for checks 		<p>RFO</p> <p>RFO</p> <p>RFO</p>