

## Worth Parish Council

### Purpose of the Document

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

Identify the areas to be reviewed

Identify what the risk may be.

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

Review, assess and revise if

## Financial and Management

Subject	Risk(s) Identified	H/M	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of Precept  Requirements not submitted to MSDC Amount not received	L  L L	Sound budgeting to underline the annual precept. The precept is an agenda item at the November Council Meeting. At the precept meeting the council receives a budget update report, including actual position and projected position to the end of year. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings. The precept is then set on the basis of the budget. This figure is submitted by the Clerk in writing to Mid Sussex District Council. The Clerk informs Council when the monies are received (approx May and October)	Existing Procedure adequate
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for the banking, cheques and reconciliation of accounts. Cheques require <b>two signatories. Accounts</b> are presented at GP & Finance meetings. The RFO uses the on line banking facility to pay staff & <b>regular suppliers</b> direct into their bank accounts and pay NI and Tax payments. <b>Purchase invoices paid by BACS need Two signatories .</b> <b>Monthly bank reconciliations are checked by GP &amp; Finance Chairman.</b> The bank does make occasional errors in processing cheques which are discovered when the RFO reconciles the bank accounts, these are dealt with immediately by informing the bank & awaiting correction.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an  Annual Parish Meeting and an election. Monitor the bank statements monthly.

14-Mar-16

## Worth Parish Council

### Financial and Management

Subject	Risk(s) Identified	H/M/L	Managemnt/Control of Risk	Review/Assess/Revise
Report & auditing	Information Communication	L	A monitoring statement is produced regularly before each GP & Finance meeting, This statement includes, bank reconciliation (monthly), budget update and a breakdown of receipts and payments	Existing communication procedures adequate.
Direct costs	Goods not supplied but billed, incorrect invoicing, cheques incorrect	L L L	The Council has Financial Regulations which set out the requirements. At each Council & GP & Finance meeting the Council approves the list of requests for payment. <b>Two signatories</b> are required for cheques and counterfoils initialled.	Existing procedure adequate. Review the Financial Regulations when necessary.
Grants and support Payable	Power to pay Authorisation of Council to pay	L L L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate. Parish Councillors request an S137 rules if required.
Grants receivable	Receipt of Grants	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Best value accountability	Work awarded incorrectly Overspend on services	L M	Normal Parish Council practice would be to seek, if possible, three quotations for any substantial work required to be undertaken or for goods. (See Standing Orders) If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Include when reviewing Financial Regulations.
Clerk & RFO	Fraud Actions Undertaken	L L	The requirements of the Fidelity Guarantee insurance to be adhered to. Clerk & RFO should be provided with relevant training, reference books, access to assistance and legal advice.	Existing procedure adequate. Purchase revised books. Existing procedure adequate.
Election costs	Risk of election cost	M	Risk is higher in election year. When an election year the Clerk will obtain an estimate cost from MSDC for a fully election and an uncontested election. A contingency fund should be established to meet the costs.	Existing procedures adequate. Include in financial statement when setting precept.
VAT	Reclaiming	L	The Council has Financial Regulations which set out the requirements. VAT to be claimed on a quarterly basis. Clerk and RFO to monitor VAT on an ongoing basis.	Existing procedure adequate.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Annual return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to external auditor within time limit.	Existing procedures adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedures adequate. Review provision and compliance annually.
Freedom of Information Act	Policy Provision	M M	The Council has adopted the model publication scheme for Local Councils. The Council is committed to populating this page with the required information over the next 12 months. There have been a lot of requests to date which have all been answered. These requests do mean a lot of additional work for the clerk. The Council is able to request a fee if the work will take more than 15 hours to complete. Clerk to monitor over the next 12 months.	Monitor and report impacts of requests made under the Freedom of Information Act.

### Physical Equipment or Areas

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage risk Risk damage to third party(ies)/ property	L L	An annual review of assets is undertaken for insurance provision and Maintenance Provisions	Existing procedure adequate. Existing procedure adequate.
Maintenance	Poor performance of assets. Risk to third parties.	L L	An annual review of assets is undertaken for insurance provision and Maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Paris Council. All assets are insured and reviewed annually. All Public amenity land is inspected regularly.	Existing procedure adequate. Ensure inspections carried out.
Council Records Paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored in the Parish Office. Records include historical correspondence, minute books and copies, leases for land, records such as insurance - Clerk to look at archiving minute books and financial documents.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council Records electronic	Loss through: Theft Fire Damage corruption of Computer	L M	The Parish Council's electronic records are stored on the 3 desk top computers. <b>It has Wi-Fi and back-up and server with automatic back up off site.</b> Important documents stored in fire resistant safe	Back -up of electronic files produced regularly.

## Worth Parish Council Risk Assessment

### LIABILITY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal powers	illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at the Parish Council Meetings	Existing procedures adequate
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L L	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. Minutes and Agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate. Undertake adequate training. Members to adhere to Code of Conduct.
Members Interest	Conflict of interest Register of members interest	M M	Councillors have a duty to declare any interest at the start of the meeting Register of members interest forms to be reviewed at least on an annual basis.	Existing procedures adequate members take responsibility to update their Register.

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14 March 2016

The information above was agreed at the 14 March 2016 GP & Finance Meeting of Worth Parish Council and will be agreed as being a correct record.

Signed  
Chairman

Dated

Clerk