

## Asfordby Parish Council Financial Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment will take all practical and necessary steps to reduce or eliminate the risks, as is practically possible.

This document has been produced to enable the Parish Council to access the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

<b>FINANCIAL AND MANAGEMENT</b>				
<b>Subject</b>	<b>RISK(S) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
<b>Precept</b>	Adequacy of precept in order for the Council to carry out its statutory duties	L	To determine the precept amount required the Council regularly receives budget update information. At the precept meeting Council receives a budget 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 to budget headings, the total is resolved to be the precept amount to be requested from Melton Borough Council. The figure is submitted in writing by the Administration Manager. The Administration Manager informs the Council when the monies are received.	Existing procedure adequate.
<b>Financial Records</b>	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate. Review the Financial Regulations when annually.
<b>Bank and Banking</b>	Inadequate checks  Bank mistakes  Loss	L  L  L	The Council has Financial Regulations which set out banking requirements. The bank may make occasional errors in processing cheques and cash which are discovered on monthly reconciliation. Losses would result from a bank error and would be immediately reported to the bank	Existing procedure adequate. Review Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor bank statements monthly.
<b>Reporting and Auditing</b>	Information and communication	L	Financial information is a regular agenda item and discussed/reviewed and approved.	Existing procedure adequate.

	Compliance	L	Auditing takes place on an annual basis. The annual report is published on the Council's website.	The Council appoints an Internal Auditor each year to scrutinise the accounts. Further reassurance is provided by External Auditors.
<b>Grants</b>	Receipt of grant	L	The Council has Financial Regulations which set out requirements and procedures for receiving grants.	Existing procedure adequate.
<b>Best value accountability</b>	Work awarded incorrectly Overspend on services	L L	The Council has Financial regulations which set out requirements and procedures for the awarding of contracts and work required to be undertaken.	Existing procedure adequate.
<b>Salaries and Associated Costs</b>	Salary paid incorrectly Wrong deductions of NI or Tax. Unpaid Tax in HMRC	L L L	The Council has Financial Regulations which set out requirements and procedures. The Council authorises the appointment of all employees. Salary rates are assessed annually by the Council based on the average of the RPI and CPI indexes and local conditions.	Existing system adequate.
<b>Employees</b>	Loss of key personnel  Actions undertaken by staff Health and safety	L  L L	The Parish Council would employ a locum. Parish Council staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. All employees are provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training.	Existing system adequate.  Appropriate training will be given where necessary.
<b>Election Costs</b>	Risk to budget from an unforeseen election cost	L	The risk is higher in an election year. The Parish Clerk obtains an estimate of costs from the District Council for a full election and an uncontested election. There are no measures that can be adopted to minimise the risk of having a contested election as this is a democratic process.	The Parish Council to ensures that sufficient budget allocation to cover by-election costs.
<b>VAT</b>	Reclaiming / charging	L	The Council has Financial Regulations which set out requirements.	Existing system adequate.
<b>Annual Return</b>	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 onto the External Auditor within the time frame.	Existing system adequate.
<b>Legal Powers</b>	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Council Meetings.	Existing system adequate.

<b>Minutes/Agendas/Notices/Statutory Documents</b>	Accuracy and legality  Business conduct	L  L	Agendas and minutes are produced in the prescribed method by the Parish Administration Manager and adhere to the legal requirements. Minutes are approved and signed at the following Council meeting.  Agendas are displayed and minutes are available in accordance with the legal requirements. Business conducted at Council meetings managed by the Chair.	Existing polices adequate.  Members adhere to Code of Conduct.
<b>Members Interests</b>	Conflict of interests  Register of members interests	L  M	Councillors have a duty to declare any interests at the start of the meeting. Register of members interests forms to be reviewed regularly.	Existing polices adequate.  Members take responsibility to update register.
<b>Insurance</b>	Adequacy Cost Compliance	L L L	An annual review is undertaken prior to the renewal date of all insurance arrangements in place. Employer and employee liabilities a necessity and within policies. Ensure compliance.	Insurance reviewed annually.
<b>Data Protection</b>	Policy Provision	L	The Parish Council is registered with the Data Protection Agency.	Ensure annual renewal of registration.
<b>Freedom of Information</b>	Policy Provision	L	The Parish Council conforms with the Freedom of Information Act and responds to individual requests in accordance with it. The Parish Council has adopted the model publication scheme and this is posted on the Parish Council web-site.	Monitor any requests made under FOI
<b>Assets</b>	Loss or damage Risk/damage to third party property	L L	An annual review of assets is undertaken for insurance purposes.	Existing procedure adequate.
<b>Maintenance</b>	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure are actioned/authorised in accordance with the correct procedures of the Council. All public amenity land and play grounds are inspected regularly by Council employees	Existing procedure adequate.
<b>Noticeboards</b>	Risk/damage/injury to third parties.	L	The Parish Council has 5 noticeboards. There is insurance cover. No formal inspection procedures are in place, but any reports of damage and faults reported to the Parish	Existing procedure adequate.

			Council are dealt with in accordance of the correct procedures of the Council.	
<b>Council Records – Paper</b>	Loss through: Fire Theft Damage	M L L	The Parish Council records are stored at the office and include historic correspondence, minutes, insurance, salaries and bank records. These documents are stored in a locked cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
<b>Council records – Electronic</b>	Loss through: Fire Theft Damage Computer corruption	M L L L	A large amount of data including accounts and cemetery records are stored on the office computer system. A back up regime is in place: Anti-virus software is installed and the system updated as required.	Existing procedure adequate.
<b>Web Site</b>	Inadequate information	L	The Administration Manager to maintain and update on a regular basis. Maintained by a reputable web service.	Existing procedure adequate.

The Parish Council's Financial Risk Assessment was re-adopted at a Council meeting held on 11.04.24/12.

The Parish Council's Financial Risk Assessment was adopted at a Council meeting held on 24<sup>th</sup> February 2023.