

**HOLBEACH PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

ANNEX 1

<u>Area</u>	<u>Risk</u>	<u>Level</u>	<u>Control</u>	<u>Responsibility of RFO/Clerk</u>	<u>Notes</u>
Finance	Banking	M	Council funds held in high street or reputable banks. Banking mandate to be maintained at all times. Risk to Council as mandate requires to two people to sign all payments. Each time there is a change of Council or a co-option or resignation, a new banking mandate has to be completed.	Maintain Council accounts	
	Fraud	H	Apart from transfers between Parish Council accounts, all withdrawals must have signatories of one councillors and the Clerk/RFO or Deputy Clerk. External Auditor appointed by Government. On a regular basis, at least once every month, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.	Keep cheque book secure. Ensure cheques and stubs are signed correctly. For bank transfers, checked by signatory against RFO figures. Bank reconciled on the last day of each month. Monthly payment list & Bank reconciliation to be put on Drive for all Councillors to view.	authorised at PC meeting by all Members and countersigned by Chair
	Risk of consequential loss of income	M	Fidelity Guarantee Insurance that provides sufficient cover relative to the balances held. All documents backed-up to Cloud	Assess figures at 31 March. Report to Council if figure insufficient to cover.	
	Loss of cash through theft or dishonesty	L	No cash held. Locked away securely. Banking to be completed on a weekly basis no minimum float held	Ensure that official receipts are given for any cash income.	
	Financial controls and records	H	Monthly reconciliation prepared and checked by RFO. Reported at monthly Council meeting. Internal and external audit.	Prepare monthly accounts reconciliation and relevant paperwork.	
	Monthly Payroll	H	monthly payroll prepared before monthly Parish Council meeting. Clerk/RFO checks amounts with Finance Committee before final submission	Calculate monthly payments and input into 12Payroll system. Maintain records	

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	Proper use of funds granted to local community bodies under specific powers or under section 137.	H	Monitor legal powers and use of section 137 funds. A grant policy and process has been adopted to ensure fair and consistent use of funds	Ensure powers are recorded in Minutes and monitor use of section 137.	
	Keeping proper financial records in accordance with statutory requirements.	H	As per current Audit and Accounting Regulations.	Regular scrutiny of financial records and proper arrangements for the approval of expenditure.	
	Comply with Customs and Excise Regulations	H	VAT claims calculated by Clerk and checked against Accounts Payment sheet. Internal auditor to check.	VAT recorded on payment sheets. Copies of VAT claim form held in files.	
	Sound budgeting to underlie annual precept	M	Council receives detailed budgets in January each year. Precept derived directly from this. Expenditure against budget reported to Council regularly.	Prepare annual budget and year end forecast. Budget forecasts issued quarterly	
	Insurance	H	Annual review of insurance covers, including consideration of whether any new or extended covers may be needed.	Prepare annual report to the Council. Ensure that any potential claims are reported promptly to the insurers.	
	Comply with borrowing restrictions	M	one PWLB loan currently being repaid by the Council	Ensure payments are kept up to date in accordance with PWLB demands	

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<u>Public Liability</u>	Legal liability to the public as consequence of asset ownership (equipment & street furniture)	H	Insurance in place. Regular checks of notice boards, signs and all play equipment. Written records kept.	Ensure adequate liability insurance in place. Ensure that all structures belonging to the Council are inspected regularly and that inspection is recorded.	Minimum liability cover should be £10 million.
	Legal liability to the public in relation to events organised by the Council.	H	Insurance in place. For major events, all health and safety issues to be formally considered early in the planning process and regularly reviewed. Written records to be kept. Venues to be regularly inspected for safety prior to public admittance. Information to be communicated to the public and suppliers on a timely basis, e.g. evacuation procedures.	Ensure controls are adhered to, and that agreed recommendations are implemented.	Minimum liability cover should be £10 million.
<u>Assets</u>	Protection of physical assets owned by the Council	H	Maintain assets register. Buildings & equipment insured. Value increased annually by RPI.	Maintain assets register.	
	Security of building, equipment etc	M	Ensure full security procedures are in place. To ensure that locking up processes are carried out as agreed.	Apply regular checks to confirm procedures operating properly	
	Office equipment	M	Kept in PC office and covered under Parish Council insurance. Laptops of Clerk/RFO & Deputy Clerk taken to their home addresses to facilitate working from home.	Maintain office equipment.	
	Stocktake of assets	M	To be reviewed annually prior to insurance renewal		
	Maintenance of buildings etc	H	Adopt a planned maintenance programme for all Council buildings if feasible	Carry out regular inspections	
<u>Employer Liability</u>	Comply with Employment Law	M	Contract of Employment and 6 monthly Appraisals for all staff reviewed by the Council or appointed Member. Membership of various national and regional bodies. Contracted with Peninsula/PAS Ltd for proper legal advice on employment matters. The Council has an HR Committee to create a proper policy.	Ensure contracts and systems of updating records for any changes in relevant legislation are in place. Ensure Council renews membership annually.	
	Comply with Inland Revenue requirements	H	Regular advice from Inland Revenue. Internal auditor carries out annual checks	Maintain correct Tax & NI deductions and complete relevant forms and returns to Inland Revenue.	
	Safety of Staff	M	Employer's Liability Insurance. H&S risk assessment check of Clerk's office annually.	Assessment of office safety to be carried out by a Councillor or the Clerk and recorded.	

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Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	Report on legal powers and seek legal advice where necessary.	
	Proper and timely reporting via the Minutes	H	Full Council meeting monthly receives and approves Minutes of meetings held in interim. Minutes available to public and press in accordance with the Freedom of Information Act. Committees meet on a regular basis, all minutes as full council.	Minutes properly recorded and numbered with a master copy kept in safekeeping.	
	Data Protection	L	Data protection registration to be maintained with the Information Commissioner Office and guidance followed in relation to all personal information from NALC and LALC and ICO guidelines.	Ensure registration obtained if required and guidance followed.	
	Performing rights, copyright and software licences.	L	Appropriate licences to be obtained and maintained.	Ensure licences obtained where necessary and conditions observed.	
	Proper document control	H	All documents legally required to be retained held at Clerk's Office electronic or hard copy, based on agreed retention schedules	Ensure backup of electronic records taken automatically by a back up system. A secure Gmail system with an external GDPR compliant Google drive inaccessible by unauthorised persons.	
	Registers of Interests and Gifts and hospitality in place	H	Register of Interest completed and sent to the Monitoring Officer, South Holland District Council.	Ensure each Councillor receives a Register of Interest form for completion.	
Version	Date Approved	Amendments Made		Next Review Date	
V1	Aug-21			11/04/2022	
V2	19/04/2022			11/04/2023	
V3	11/04/2023			Apr-24	