**Matlaske Parish Council - Financial and Management Risk Assessment**

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

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| **Subject** | **Risk(s) Identified (Description)** | **Risk**  **Assessment** | **Mitigation / Control of Risk** | **Review / Assess / Revise** |
| Precept | Adequacy of precept requirements. | Low | The budget is monitored on a quarterly basis by the Responsible Finance Officer (RFO). | Annually by Full Council |
| Ensure there are adequate funds for the forthcoming year. | Low | The Parish Clerk submits the draft precept figure to council annually in December. | Annually |
| Precept not paid by Local Authority | Low | The Clerk will ensure that the precept is submitted in line with District timelines. The Clerk/RFO checks the bank account in April and again in September, to ensure the half yearly precept payments have been made by NNDC. If a payment has not been made, the Clerk contacts NNDC and requests them to make payment | By resolution of the Full Council |
| Financial Records | Inadequate records. | Low | The Council has Financial Regulations that set out the requirements. | Existing procedure is adequate |
| Not adhering to policy and procedures as set out in our Financial Regulations. | Low | The Clerk/RFO and Council follow the Financial Regulations as set out by NCALC, which have been revised and adopted by the Parish Council. | Review Financial Regulations annually |
| Financial irregularities. | Low | The Council has Financial Regulations that set out the requirements. | Review Financial Regulations annually. |

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| Bank & Banking | Inadequate Checks. | Low | The Council has Financial Regulations that set out the requirements for banking, cheques and the reconciliation of accounts in a simple framework. | Existing procedures are adequate. |
| Bank errors | Low | If the Bank does make an error when processing cheques and cash these are found when the bank accounts are reconciled on a quarterly basis, any error is immediately reported to the bank and corrected by them. | Review Financial Regulations annually and the bank signatory list when necessary, especially after the AGM and an election. |
| Loss. | Low | Losses would result from a bank error and these would be immediately reported to the bank. Possible losses from unauthorised access to the Council bank accounts are minimal as security devices used to access the accounts to which only the Parish Clerk has access. | Monitor Bank Statements quarterly MPC. |
| Cash | Loss through theft or dishonesty | Low | Cash and cheques are banked within 5 working days.  Insurance cover is provided for infidelity. | Existing procedures are adequate.  Review the Financial Regulations annually. |
| Reporting & Auditing | Information and communication | Low | The accounts are open to public examination each year as required by the Accounting and Audit Regulations. | Existing communication procedures adequate. |
| Compliance | Low | The Annual Report is published on the Council’s website.  Auditing takes place on an annual basis. | The Council appoints an Internal Auditor each year to scrutinise the accounts. Further reassurance is provided by External Auditors if requested by the public. |

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|  | Incorrect invoicing. | Low | Prior to each meeting the invoices are checked by the RFO/Clerk. An Accounts Schedule is circulated to Councillors prior to the meeting and any Councillor can query an invoice with the Clerk. If satisfactory, the schedule is approved at the Council meeting |  |
| Cheques | Low | Authorised and signed by two Councillors. |
| Grants – Receivable | Receipt of Grants/commuted sums. | Low | One off grants or commuted sums come with terms and conditions .as agreed by council | Existing procedure adequate. |

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| Best Value /  Accountability | Work awarded incorrectly. | Low | The Council has financial regulations that set out the requirements for the awarding of contracts. All contract awards are made by full council. | Existing procedure adequate. |
| Overspend on services. | Low | The Council has financial regulations that set out the requirements for the awarding of contracts. All  contract awards are made by full council. | Existing procedure adequate. |
| Salaries and  Associated Costs | Salary | Low | The Council authorises the appointment of all employees. Salary rates are based on the National Joint Council (NJC) for Local Government Services Pay Scales. | Existing appointment system adequate |
| Employees | Loss of key personnel. | Low | The Parish Council can appoint a temporary Clerk to provide resilience in the event of the loss of the parish Clerk. | To be evaluated and progressed. |
| Fraud by staff. | Low | Financial risks are low as only minimal amounts of cash are held. | Existing procedure adequate |
| Actions undertaken by staff. | Low | Parish Council staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. | Existing procedure adequate. |
| Health and safety. | Low | All employees are provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training.  . | Health and Safety policy and guidelines will be reviewed annually. Appropriate training will be given where necessary. |

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| Election Costs | Risk to budget from an unforeseen election cost. | Low | 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. |
| VAT. | Reclaiming / charging | Low | VAT is reclaimed on an annual basis from HMRC and repaid by BACS. | Existing procedure adequate |
| Annual Returns | Submit within time limits | Low | The Financial Annual Return is completed by the Internal Auditor and the Parish Clerk, approved by the Council and submitted to the External Auditor if required within the prescribed time limit. | Existing procedure adequate |
| Legal Powers | Illegal activity or payments | Low | All activity and payments within the powers of the Council are resolved and minuted at meetings. Guidance and advice is provided to the meeting by the RFO. | Existing procedure adequate |
| Agendas / Minutes /  Notices / Statutory  Documents | Accuracy and legality of Agendas/ Minutes /Notices/Statutory Documents. | Low | Agendas and minutes are produced in the prescribed method by the Parish Clerk and adhere to the legal requirements.  Agendas are displayed and minutes are available in accordance with the legal requirements.  Minutes are approved and signed at the following Council meeting. | Existing procedure adequate - guidance / training given to Chairman where required. |
| Business Conduct | Low | Business conducted at Council meetings is managed by the Chairman. | Members adhere to the Council Code of Conduct contained within the Standing Orders. |

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| Members Interests | Conflict of Interest | Low | Members declare pecuniary interests at the meeting when the item “Declarations” is reached and when an item is discussed and it becomes apparent they have an interest. | Existing procedure adequate. |
| Register of Member Interests | Low | The Register of Members Interest is updated by Councillors when their circumstances change and is reviewed annually. | Councillors to take responsibility to update their entry in the Register. |
| Insurance | Adequacy | Low | An annual review is undertaken prior to the renewal date of all insurance arrangements in place. | Existing procedure adequate. Review insurance provision annually. |
| Cost | Low |
| Compliance | Low |
| Fidelity Guarantee | Low |
| Data Protection | Policy Provision | Low | Registered with the Information Commissioner. | Existing procedure adequate. |
| Freedom of  Information Act | Policy Provision | Low | 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 and is available free of charge to all members of the public. | Existing procedure adequate. |
| Assets | Loss or damage  Risk/damage to third party(parties)/property | Low | An annual review of assets is undertaken for insurance purposes. | Existing procedure adequate. |
| Maintenance | Poor performance of assets or amenities. | Low | All assets owned by the Parish Council are regularly reviewed and maintained. | Existing procedure adequate. |

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| Parish Council Records paper | Loss through fire, theft or damage |  | .The Parish Council has adopted a records management policy which sets out retention and destruction periods for all Parish Council records. | Existing procedure adequate |

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| Parish Council Records electronic | Loss through fire, theft, damage, computer failure, hacking, virus infiltration. | Low | A large amount of data including accounts are stored on the Clerk’s computer system.  A back up regime is in place: Anti-virus software is installed and the system updated as required. | Existing procedure adequate. |
| Roadways | Pavements, roads, fences,  Overhanging trees | Medium | Norfolk County Council Highways department is responsible for maintaining pavements and roads.  Dangerous overhanging trees from private property  Responsibility of the land owner as with fences. | Parish Council to report problems to Norfolk County Council. |