

## Withiel Parish Council - Risk Assessment (Revised and Adopted 3<sup>rd</sup> July 2024)

Withiel Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate risks, insofar as is practically possible. The adoption of a sound risk management approach assists in demonstrating that the Council has in place policies and processes to effectively manage its resources. Furthermore, it indicates a commitment to continuous service improvement and effective governance.

### FINANCIAL AND MANAGEMENT

| Subject | Risk(s) indentified  | H/M/L<br>(High/Med/Low) | Management/control of Risk   | Review/Assess/Revise   |
|---------|--|-------------------------|--|--|
| Precept | Adequacy of precept in order for the Council to carry out its Statutory duties | L                       | To determine the precept amount required, the Council receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. 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 total of which is resolved to be the precept amount to be forwarded to Cornwall Council. The figure is submitted by the Clerk in writing.<br>The Clerk informs the Council when the monies are received.<br>The Council currently budgets to include a general reserve of £2250. | Existing procedure adequate. Reserve policy to be reviewed annually. |

| Subject                | Risk(s) indentified   | H/M/L<br>(High/Med/Low) | Management/control of Risk   | Review/Assess/Revise   |
|------------------------|---|-------------------------|--|--|
| Financial Records      | Inadequate records<br>Financial irregularities              | L<br><br>L              | The Council has Financial Regulations which sets out the requirements.   | Existing procedure adequate<br>Review the Financial Regulations when necessary |
| Bank and banking       | Inadequate checks<br>Banks mistakes<br><br>Internet Banking | L<br><br>L              | The Council has Financial Regulations which set out banking requirements. There is a quarterly reconciliation.<br>The Council has Financial Regulations which set out internet banking requirements to carry out a quarterly reconciliation with nominated Councillors and Chair of the Parish Council.<br><br>There is no separation of duties in respect of internet banking transactions, controls as follows, regular monthly/annual payments are approved annually and signed on a list as member approval, monthly bank reconciliation is produced as mitigating measures. | Existing procedure adequate  |
| Reporting and auditing | Information communication                                   | L                       | Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved, as relevant, at each meeting.   | Existing procedures adequate.  |

| Subject                    | Risk(s) indentified                                       | H/M/L<br>(High/Med/Low) | Management/control of Risk  | Review/Assess/Revise   |
|----------------------------|---|-------------------------|---|--|
| Grants                     | Receipt of grant  | L                       | All Grants or capital sums will be dealt with in accordance with the Council's Financial Regulations.   | Procedure would be formed, if required                       |
| Employment                 | Hiring of Clerk   | L                       | The Council includes in the Precept sufficient monies for the employment of a Clerk.  | Adequate   |
| Grants and support payable | Power to pay<br>Authorisation of Council to pay           | L                       | All such expenditure goes through the required Council process of approval. It is recorded in the minutes if a payment is made using S137 powers of expenditure.  | Existing procedure adequate.                                 |
| Best value accountability  | Work awarded Incorrectly.<br>Overspend on services.       | L<br>M                  | Normal Parish Council practice would be to seek, if possible, at least three quotations for any substantial work to be undertaken. If problems are encountered with a contract the Clerk would investigate the situation and report to the Council. | Existing procedure adequate.<br>Financial Regulations refer. |
| Salaries and assoc. costs  | Salary paid incorrectly.<br>Unpaid Tax to Inland Revenue. | L<br>L                  | Clerks salary is administered by HMRC Basic PAYE Tools on Withiel Laptop  | Adequate   |
| Employees                  | Fraud by staff  | L<br>L                  | Requirements of Ageas Insurance Limited Local Council Insurance policy is adhered to with regards to fraud.   | Existing procedures adequate.                                |
| VAT                        | Reclaiming/charging                                       | L                       | The Council has Financial Regulations which set out the requirements.   | Existing procedures adequate                                 |

| Subject  | Risk(s) indentified                                    | H/M/L<br>(High/Med/Low) | Management/control of Risk  | Review/Assess/Revise   |
|--|--|-------------------------|---|--|
| Annual Returns   | Submit within time limits                              | L                       | -Employers Annual Return is completed and submitted online by Payline (Southwest) Limited.<br>-Annual Governance and Financial Return submitted to internal auditor for completion and signing then completed and signed by the Council and sent to External Auditor within time scales advised annually. | Existing procedures adequate.  |
| Legal Powers   | Illegal activity or payments                           | L                       | All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.  | Existing procedures adequate   |
| Minutes/agendas/<br>Notices<br>Statutory<br>Documents` | Accuracy and legality<br><br>Business conduct          | L<br><br>L              | Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.<br>Minutes are approved and signed at the next Council meeting.<br>Agenda displayed according to legal requirements.<br>Business conducted at Council meetings are managed by the Chair       | Existing procedures adequate.<br><br>Members adhere to Code of Conduct           |
| Members interests                                      | Conflict of interests<br>Register of members interests | L<br>M                  | Declarations of interest by members at Council meetings.<br>Register of members' interests forms reviewed regularly.  | Existing procedures adequate.<br>Members take responsibility to update register. |

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|-------------------------------------|---|-------------------------|---|--|
| Insurance                           | Adequacy<br>Cost<br>Compliance<br>Fidelity Guarantee  | L<br>L<br>L<br>M        | An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.  | Existing procedure adequate.<br>Insurance reviewed annually. |
| General Data Protection Regulations | Policy provision                                      | L                       | The Parish Council is registered with the ICO.  | Ensure ongoing renewal of registration                       |
| Freedom of Information              | Policy Provision                                      | L<br>M                  | The Council has a Model Publication scheme in place. To date there has been no requests under FOI.<br>The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.                          | Monitor any requests made under FOI                          |
| <b>PHYSICAL EQUIPMENT OR AREAS</b>  |   |                         |   |  |
| Assets                              | Loss or damage<br>Risk/damage to third party property | L<br>L                  | An annual review of assets is undertaken for insurance provision  | Existing procedures adequate                                 |
| Maintenance                         | Poor performance of assets or amenities               | L                       | All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is authorised in accordance with the correct procedures of the Parish Council. The assets are adequately insured. | Existing procedures adequate                                 |

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|---|---|-------------------------|---|---|
| Notice Board,<br>Display cabinet<br>and Bus Shelter | Risk of damage  | L                       | The Parish Council currently has a notice board and a bus shelter. No formal inspection procedures are in place but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.  | Existing procedures adequate  |
| Meeting locations                                   | Adequacy<br>Health & Safety                                   | L<br>M                  | The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. During the Coronavirus all meetings will be held online until safe to return as agreed by the Government.  | Existing procedures adequate  |
| Council records – paper                             | Loss through:<br>Theft<br>Fire<br>damage                      | L<br>M<br>L             | The Parish Council records are stored securely in The Village Hall. Records include historical correspondences, minutes, insurance, bank records. The documents are stored in a lockable cabinet..  | Damage (apart from fire) and theft is unlikely and so provision is adequate.  |
| Council records – electronic                        | Loss through:<br>Theft, fire damage or corruption of computer | L<br>M                  | The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Encrypted back up of electronic data is made at regular intervals and is stored securely away from the computer in question, and one copy being off site. Sealed passwords are held by the Chair per Financial Regulations. | Existing procedures considered adequate. Sealed passwords to be opened only in strict accordance of Financial Regulations 6.11. |

In accordance with the Freedom of Information Act 2000, the Risk Management Strategy and Risk Register will be posted on the Council's Website <https://sites.parishcouncilwebsite.org.uk/withielpc/> and be available for inspection upon request via the Parish Clerk.