

# **Ashmansworth Parish Council**

**Responsible Financial Officer: Amy White**

## **Financial Risk Assessment**

**2022-23**

Assessment is a systematic general examination of working conditions, workplace activities and environmental factors to enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment, the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, and that all employees are made aware of the results of the risk assessment.

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

- the areas to be reviewed
- what the risk may be
- the management and control of the risk and record all findings
- , assess and revise if required

## FINANCIAL AND MANAGEMENT

Issues Identified	H/M/L	Management control of risks	Review/A
ing Councillor nbership or having more 3 vacancies at any one e	L	When a vacancy arises there is a legal process to follow. This either leads to a Bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 2 vacancies at any one time on the Council it becomes inquorate. The legal process of Basingstoke & Deane Borough Council appointing members takes place.	Existing p adequate.  Procedur are adequ
quacy of precept	L	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the 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 requested from Basingstoke & Deane Borough Council (BDBC). This figure is submitted by the Clerk in writing to BDBC.	Existing p
ed deadline	L	Precept should be considered by Council before the deadline of end Jan - deadline should be ascertained from BDBC asap.	
	L	The Clerk informs Council when the monies are received (approx April/May and September time).	
adequate records ancial irregularities	L	Clerk to check quarterly and regular internal audit.	Existing p
	L		
adequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing p
x mistakes	L	The Bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction. Monitor the bank statements monthly.	
ges	L		
	L		
of signatories	L	Council would choose replacements but the Bank takes time to implement changes, this mostly happens after an AGM/election.	
s through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements.	Existing p

			Cash/cheques received are banked within 3 banking days. There is no petty cash or float. This is audited by the Internal Auditor annually.	
	Potential risk of legal action being taken against the Council	M	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	Insurance requirements still risk of
	Information communication	L	A monitoring statement is produced regularly and presented to Council, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank.	Existing p
	Compliance	M	Council should regularly audit internally to comply with the Fidelity Guarantee	
s	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing pr
	Incorrect invoicing	L	The council has oversight of the list of invoices awaiting approval. Cheques require 2 authorised signatories who check each invoice against the cheque book and associated paperwork and initials the cheque and stubs. Council approves the list of requests for payment.	
	Cheque payable incorrect	L		
	Loss of stock	L		
	Unpaid invoices	L	Unpaid invoices to the Council are pursued.	
	Power to pay to pay Authorisation of Council	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 p adequate request S137 rule
	Receipts of Grant	L	Lawn mowing grants. Clerk to check quarterly and to report to finance committee when grants received.	Existing p
ility	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought.	Existing p adequate reviewing Regulation
	Overspend on services	M	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. This is covered in the Financial Regulations.	

	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L M	<p>The Parish Council authorises the appointment of all employees through all council meetings.</p> <p>Salary rates are assessed annually by Council and applied on 1 April each year. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). These are inspected at the Council meetings and signed off. The Tax and NI is worked out using an Inland Revenue computer programme updated annually. All Tax and NI payments are submitted in the Inland Revenue Annual Return.</p> <p>The Clerk has a contract of employment and job description.</p> <p>Salaries are paid in arrears, but if a meeting is cancelled or moved then payments could be late or missed. Online banking would avert this risk.</p>	Existing p adequate. Existing p inadequat reviewed. A finance needs to b carry out t
	Loss of Clerk Fraud by Clerk Actions undertaken by clerk. Health and Safety	L L L	<p>The position of Parish Clerk will be advertised on Parish noticeboards, on the Parish website and in the Parish magazine in the first instance in order to recruit a person from within the Parish if possible. The position will then be advertised in the Newbury Weekly News.</p> <p>If the loss of clerk is temporary neighbouring Clerks could be approached to arrange interim cover.</p>	Existing p adequate books. Monitor w safety rec insurance
	Re-claiming/charging	L	All VAT items listed in cash book and spreadsheet. Clerk to send in reclaim form at least every six months.	Existing p
	Paying and accounting for NI and Tax of employees salaries	L	Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Clerk.	Existing p
	Audit Completion within time limits	L	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually.	Existing p
	Completion/Submission 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 the External Auditor within time limit.	Existing p
	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Existing p
	Accuracy and legality Business conduct	L L	<p>Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines.</p> <p>Minutes are approved and signed at the following Council meeting.</p> <p>Minutes and agenda are displayed according to the legal requirements.</p>	Existing p Guidance should be Members

			Business conducted at Council meetings should be managed by the Chair.	of Conduct
	Conflict of interest Register of Members interests	L M	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing p Members to update
	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 and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing pr Review ins annually. Review of
	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 5 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor an impacts of under the
	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Asset regi updated A accordanc auditor's s
ce	Poor performance of assets or amenities Risk to third parties	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Existing p Ensure ins out.
ds	Risk/damage/injury to third parties Road side safety	L L	Parish Council has two notice boards sited around the Parish. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Chair.	Existing p Consider r the council the notice

	Adequacy Health & Safety	L M	The Parish Council Meetings are held at Ashmansworth Village Hall or virtually. The physical premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing lo
	Loss through: theft fire damage	L	The Parish Council records are stored in 2 locations – historical records are with Hampshire County Council, and current records at the clerk's house in plastic storage boxes.	Damage ( and theft i provision
	Loss through: Theft, fire, damage corruption of computer	L M	Council's electronic records are stored on the Clerks computer. Back-ups of the files are taken at regular intervals and stored in 'Microsoft Outlook'.	Back up o files stores

at meeting held on 05 September 2022