



Gooderstone

## Risk Assessment

Gooderstone Risk Assessment adopted at Parish meeting on 12<sup>th</sup> November 2013

Reviewed May 2019

## Gooderstone Risk Assessment

Topic	Risk	H M L	Management/control of risk	Responsibility
Business Continuity	Risk of Council not being able to continue its business due to an unexpected circumstance	L	Ensure all Councillors are familiar with contents of and comply with Standing Orders, Financial Regulations and Financial Risk Assessment	Clerk to update with Internal finance committee annually unless changes within the year.
Precept	Determine Precept figure with adequate reserves in place.	L	To ensure all Councillors are informed and given copies of the budget figures produced on a 4 month basis. For the Financial Audit Working party with the Chairman and Clerk to produce a Precept budget including budgets with actual figures and projected figures to year end, for the full Council to agree in March Council meeting	Clerk/RFO, Internal finance committee
	Adequate time to allow full discussion & understanding	L	Clerk to place Precept on January Agenda for full Council discussion	Clerk/RFO
	Adequate Budget calculations	L	Clerk/Internal Audit working party to discuss with full Council monies required for specific budget areas to maintain a reasonable amount to submit in writing to the District Council.	Clerk/RFO, Internal finance committee
	To explore all possible sources of income and to ensure all expected income is received	L	All Councillors to be knowledgeable to sources of income with regular reviews to expected income received. Clerk to circulate correspondence when received of process and access to funding available. Clerk/RFO to explore all funding access available to cover projects the Council decide upon for the benefit of the parish.	Clerk/RFO

Reporting and Auditing	Information communication	L	RFO to produce a bank reconciliation of payments and receipts and payment sheet for approval at each Council meeting.	Clerk/RFO to produce in compliance with Transparency Code.
	Review of Compliance	L	To appoint a different Councillor within the internal finance working party so no onus is on any one person to oversee internal audit every 4 months to comply with Fidelity Insurance in place.	Clerk/RFO & Internal finance working party.
	To ensure year end accounts are correct for Year End	L	Clerk/RFO to ensure an Audit Trail supporting all financial papers. Clerk/RFO to ensure all bank reconciliations, payment sheets, VAT reclaim and budget sheets balance to year-end figures. Internal finance working party to oversee every 4 months.	Clerk/RFO & Internal finance working party.

Compliance with the Acts of Parliament and Code of Conduct	Lack of knowledge of regulations and codes	L	Ensure that all Councillors receive copies of relative Acts and receive copies of the Code of Conduct. Ensure all Councillors receive copies of updated changes. Revised copies to be placed on the Council's website.	Chairman/Clerk
	Training	L	Training of new Councillors and refresher courses are encouraged as per Training Policy in place.	Chairman/Clerk
	Absence of Standing Orders	L	Ensure that Standing Orders are produced, fully understood by Councillors and reviewed every 4 years or as circumstances demand.	Chairman/Clerk
	Lack of adherence to regulations and procedures	L	Reference to appropriate regulations as required during and outside of meetings.	Chairman/Clerk/all Councillors
	Lack of knowledge to identify and regularly review Councils priorities	L	All Councillors are made aware of need for objectives and identify risks.	Clerk/Chairman
	To ensure that all Councillors are aware of their responsibilities within their role	L	Refer to Standing Orders and Code of Conduct so as to familiarise with those where greatest risk occurs.	Clerk/ Chairman/all Councillors
Charges – rentals payable	Payments of charges, leases, rentals	L	The Parish Council presently leases land. A formal lease agreement is produced within legal requirements with signatures from both parties. Land is leased as a year on year basis with rent reviews every 3 <sup>rd</sup> year. Annual rent invoices are raised by the Clerk/RFO, when monies are received an official receipt is given, monies are banked as soon as possible after receiving.	Clerk/RFO
Identifying value and Accountability	Work awarded incorrectly	L	The Clerk/RFO obtains 3 quotes/tenders on behalf of the Council. All quotes/tenders over a value of £300 received in a sealed envelope and opened at Council meetings. All quotes are to be	Clerk/RFO with full Council

Grants – receivable	Inadequate valuation of Council's assets	L	<p>considered taking into account, value for the Electorate and work required for the village. For work value under £300, Clerk obtains 1 quote and reports to the Council at the following meeting</p> <p>Arrange for periodic review of professional evaluations if necessary. Ensure within the Public Liability Insurance the assets are maintained annually with Index Linking. Asset checks to be undertaken every June with any maintenance hi-lighted for work to be carried out.</p>	Clerk
	Receipts of Grant	L	The Parish Council does not presently receive any regular grants.	Procedure formed, if required.
	Exploring Grants available	L	Councillors to be fully aware and pursuant of grants available, training to be available if required.	Clerk/RFO to inform.
	Poor performance of assets or amenities	L	Presently the Parish Council has a fixed 5year term for Public Liability Insurance. At the point of renewal 3 quotes to be obtained.	Clerk/ RFO to monitor and maintain correct records
Public Liability Insurance	Assets maintenance	L	All assets owned by the Parish Council are reviewed annually and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All reports of maintenance are given to the Clerk to obtain quotes for repairs immediately if determined a high risk or as soon as possible if classed as a lower risk.	Clerk/RFO and Council
Salaries and associated costs	Salary paid incorrectly	L	Time sheet covering all work by Clerk/RFO is produced on a monthly basis and submitted at Council meetings for Council authorisation.	Clerk/RFO
	Contributions to Inland Revenue	L	All salaries of staff including sub-contractors and occasional work is declared and paid through HMRC salary programme. Tax and NIC contributions will be paid within time constraints to avoid penalty payments at all times.	Clerk/RFO

Employees	Loss of key personnel	L	Adequate cover will be sought within the Parish Council to cover Council members. A Locum Clerk will be sought to maintain continuity of Parish Council business.	Chairman/Clerk
	Appointment of Clerk/RFO	L	The Parish Council authorises the appointment of a new Clerk/RFO Salary will be awarded based on experience and qualifications, within National current pay scale. A contract of employment to be produced and signed within 13 weeks of commencement date. Annual Clerk assessment every 12 month's with salary rate considered based on performance applied on 1 April each year. Recommendations are agreed by full Council.	Full Parish Council to decide on applicant.
	Fraud by staff	L	The requirements of the Fidelity Guarantee insurance in place at all times is to be adhered to with regards to Fraud. Finance Risk Assessment to be reviewed annually.	Clerk/RFO to maintain Fidelity Insurance.
	Training	L	The Clerk, Councillors, Chair and Vice Chair to attend training as required within the Training Policy, to carry out duties within their role of the Parish Council to the highest standard. Monies should be considered at Precept stage for the following financial year. Reference books will be made available to the Clerk together with access to legal advice. Membership fees to NorfolkPTS to be paid annually and SLCC membership to be considered on an annual basis.	Clerk/RFO to maintain training records
	Councillor expenses	L	No allowances are presently allocated to Parish Councillors	To be included in Financial Regulations if required
Election costs	Risk of an election cost	L/ M	Risk is higher in an election year. Prior to the election year when preparing the Precept attention should be given to cover these costs. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.	Clerk/RFO with Full Council

VAT	Re-claiming	L	VAT is reclaimed at the end of the financial year and as soon after 31 <sup>st</sup> March is possible as stated in Financial Regulations. RFO to raise reclaim submission for claiming to be refunded in the following financial year.	Clerk/RFO
Annual External Return.	Submit within time limits	L	Employer's Annual Return is completed after the year-end figures are closed. Annual Return papers completed for Internal Auditor to assess and report. The Annual Return is completed and signed by the Council and sent within time constraints.	Clerk/RFO, Internal finance working party, Independent Internal Auditor & External Audit
	Lack of knowledge of Council Regulations and procedures	L	Refer to Financial Regulations and Standing Orders. Councillors to attend training if required for full understanding of financial requirements.	Chairman/Clerk/RFO & Internal finance working party and all Councillors
	Year-end accounts not prepared, inaccurate or not within accordance of Council's requirements	L	Internal audit checks made every 4 months with a final audit review made as soon after 31 <sup>st</sup> March as practically possible to ensure all records are complete.	Chairman/Clerk/RFO & Internal finance working party
Charity Commission Audit	Submission of Audit report	L	The Charity Commission Audit report to be completed and submitted annually on-line within time constraints.	Clerk/RFO
Legal Powers	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. Internal finance working party to observe every 4 months within audit check	Clerk/RFO Internal finance working party
Council meetings	Business conduct	L	The Chair or in their absence Vice Chair conducts the meeting within Standing Orders and Financial Regulations. Chair/Vice Chair to encourage Councillor participation and allow time for meetings to be adjourned for Public to speak with all points minuted. All members to adhere to Code of Conduct. Clerk is in attendance to take minutes and advise on legal matters.	Chair, Vice Chair & Clerk/RFO
Minutes, Agendas, Notices, Statutory Documents	Accuracy and legality with full transparency	L	Minutes and agenda are produced within the time constraints as declared in the Transparency Code. Minutes for the previous meeting are approved and signed as a true representation at the	Clerk/RFO

Council Records	paper Loss through: theft fire damage	L	following Council meeting. A draft copy of minutes are displayed on the Parish Council website within 4 weeks after the meeting.	
	Archive Records	L	The Parish Council records are stored with the Clerk and stored in a secure lockable filing cabinet.	Clerk/RFO
	Land Lease	L	Archive Records of historical records are held at Norwich County Council Archive Office with all records stored in compliance with archiving law. Clerk to produce back up files held by the Chairman.	Clerk/RFO
	Adequacy	L	Copies of current leases for land or property, are held by the Clerk.	Clerk/RFO
Meeting location	Health & Safety	L	The Parish Council Meetings are held at Gooderstone Primary Academy School on a bi-monthly basis, if any further meetings are required and monies are within the budget constraint, booking of the school is the role of Clerk. If the school is not available then other premises are sought to undertake the meeting.	Clerk/RFO, Chair, or Vice Chair.
		L	A visual inspection is undertaken of furniture and equipment. Fire security is adhered to with full knowledge of exit access. If in the event of a person taken ill, access by telephone is available if required.	Clerk/RFO, Chairman, Vice Chair and all Councillors
Policies and Procedures	Review and maintain updated records	L	All policies, codes, procedures and legal Acts to be reviewed on an annual or bi-annual basis with any changes made within to be updated. A register of all papers to be maintained and adhered to giving up to date information to the full Council. Any changes and reviews are to be placed on the Agenda for consultation. The parish Council website to be updated when updated.	Clerk/RFO with assistance of Policy working party.