**ICKLINGHAM Parish Council**

**Risk assessment and management (financial) for the period 2022-23**

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| **Topic** | **Risk Identified** | **H/M/L** | **Management of Risk** | **Staff action** | **IA\* Freq** |
| Precept | Not submittedNot paid by District CouncilAdequacy of precept | MLM | Full Parish Council Minute – RFO follow upCheck & Report to Parish CouncilRegular review of budget to actual (quarterly) | **Clerk Diary****Clerk****RFO to review** | **12****12****3** |
| Grants – District | Not received when due | M | Clerk to check at least monthly | **Review** | **\*** |
| Salaries | Wrong salary paid Wrong hours paidWrong pay rate | LLL | Check minuteCheck contract / timesheetsCheck contract / NJC Pay Scales | **SALC Payroll Services****Member verify****Member verify** | **3****12****12** |
| Direct Costs andoverhead expenses | Goods not supplied to Parish CouncilPayment payable is excessivePayment payable to wrong party | ML L | Order system in placeTwo Signatory initials payments voucher Two Signatory initials payments voucher | **Approval by Council/follow up clerk****RFO to verify****RFO to verify** | **3****12****12** |
| Grants & support | Power to payAgreement of Council to payConditions agreedVoucher/receiptFollow up verification | MLLLL | Minute power (Clerk to verify)MinuteApplication Process/Clerk verifyTwo signatory initials on voucherRFO check & consider budget | **RFO to verify****RFO to verify****RFO check****RFO verify****RFO verify** | **12****12****12****12****12** |
| Election Costs | Adequacy of budgetary provision | M | RFO to check & consider budget annually | **RFO opinion****Member verify** | **12** |
| VAT irrecoverable | VAT analysisCharged on purchasesClaimed within time limits | HLH | All items in cash bookConsider all items in cash bookClaim at least annually | **Review** | **\*** |
| Reserves – General | Adequacy | M | Consider at Budget settingAnnual plan | **Review****RFO opinion****Member verify** | **\*****12****24** |
| Reserves – Earmarked | AdequacyEarmarked or contingent liability | ML | Consider at Budget and Precept settingReview minutes | **Review****RFO opinion****RFO/member opinion** | **\*****12** |
| Assets | Loss/Damage etcRisk or damage to third party property or individuals | LM | Quarterly inspection, – Risk Assessment appointed memberReview adequacy of Public Liability Insurance annually / Quarterly inspection | **Diary****Diary** | **3****12****3** |
| Staff | Loss of key personnel (clerk)Fraud by staff | HM | Hours, stress, health, training managementLong term illness, early departureAdequacy of Fidelity Guarantee InsuranceCheck that insurance conditions metMember verification of accounts/paymentsPayroll Service  | **Annual Appraisal****Council**  | **12****12** |
| Loss | Consequential loss due to critical damage or third party performanceLoss of data | LHH | Insurance cover – review to ensure adequacyBack-up at least monthlyGDPR Document storage/retention policy  | **Diary****Diary****Review** | **12****1****\*** |
| Cash | Loss through theft or dishonesty | L | Cash handling is avoided. Adequacy of Fidelity Guarantee InsuranceCheck that Insurance conditions met | **Diary** | **12** |
| Maintenance | Poor performance of assets or amenities/ loss of performance | L | Quarterly maintenance inspection/ Consider at budget setting | **Diary** | **3****12** |
| Legal Powers | Illegal activity or payment | M | Educate Council as to their legal powersTraining | **Review** | **\*** |
| Financial Records | Inadequate records | H | RFO/clerk check quarterly Regular annual internal auditMember verify at meetings | **Review****Diary** | **\*****3****12****2** |
| Minutes | Accurate and legal | M | Review/adopt at following meeting | **Member verify** |  |
| Members interests | Conflict of interest | L | Update declarations of interest at least annuallyDeclared at each meeting | **Diary****Clerk verify** | **12** |

\*Internal Audit

Date Reviewed: 01/03/2023 Adopted: 16/03/2023 Minute Ref Number:

Signed Date: 16/03/2023