

AIM

RISK

METHOD USED TO MINIMISE RISK

1. To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct.

2. Absence of standing orders

3. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.

4. Payments made without prior approval and adequate control

5. VAT not properly accounted for, resulting in over claims and large demands from C&E  
Ensure that all Councillors have copies of relative Acts, Codes of Conduct, and Standing Orders. Highlight essential parts and provide training where possible.

Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.

Ensure all councillors are aware of regulations re estimates and full tender procedures.

Ensure all payments are approved in council meetings and recorded in minutes.

Keep cash payments to a minimum, and avoid if possible.

Ensure appropriate publications held and that Clerk has good knowledge of regulations.

2. To identify and regularly review the council's priorities.

1. Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement.

2. Lack of commitment by council members.

All councillors to be made aware of need for objectives and identification of risk.

Attend training sessions if practicable.

Add risk assessment to agenda at least yearly, reviewing particular items, and results against those items.

PARISH COUNCIL RISK ASSESSMENT

Mission Statement of Langrville Parish Council:

To provide services for, and manage and maintain the assets of, the village of Langrick & Anton's

Gowt, within the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money.

May 2015

reviewed annually at May meeting.

3. To influence other council departments and Government organisations to fulfil the requirements of the Parish population

1.Lack of effective lines of communication with other organisations

2.Lack of effective lines of communication with parishioners.

3.Lack of preparation on subjects requiring influence.

Lack of confidence by Parish Councillors.

Note all communication lines which, are essential or beneficial and make further information available to councillors.

Establish contacts by name and where possible face-to face.

Take every opportunity to publicise role of Parish Council.

Effective use of Notice Boards and “fliers”.

Use key issues to raise profile of PC and to test parishioners’ views.

Add social event to occasional meeting.

Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion.

As at 1. above.

Experienced councillors to assist newcomers to establish essential contacts.

Delegate responsibility for specific contacts to individual councillors

Village Hall Management

Lack of communication with LPC

Ensure an agenda item is on each council meeting agenda for feedback and comments

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5.. To keep appropriate books of account accurately and up to date throughout the financial year.

1.Lack of knowledge of accounting requirements.

2. Lack of commitment to accounting requirements.

3. Inaccuracies in recording amounts, totals in books of account, and bank reconciliation's.

4. Books of account not kept up to date/ invoices not posted promptly.

5. Payments missed or delayed due to inadequate filing of invoices.

6. Clerk taken ill or leaves without replacement.

Ensure that all councillors are familiar with current financial regulations.

Regularly review standing orders.

Appoint a responsible finance officer to take overall responsibility for financial management.

Financial reports to be available at all meetings.

Internal audit reports to be made available to all councillors and any recommendations to be acted on promptly.

Regular internal audits by RFO to advise on internal controls required at least once between meetings.

Regular checks by RFO also internal auditor.

Financial reports to all PC meetings.

As 4. above.

Appoint a councillor as secondary finance officer to be familiar with all aspects of financial matters.

RFO= responsible finance officer (clerk to council)

SFO= secondary finance officer (appointed councillor)

6. To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.

1.Lack of knowledge of wishes of residents.

2. Fund raising not properly controlled or not in accordance with regulations

As at 3.2

Ensure residents are consulted on all major financial issues.

All councillors to be aware of need to check regulations before commencing fund-raising activities.

7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.

1.Lack of knowledge of budgetary process, and council regulations.

2. Lack of commitment to budgetary process

3. Inadequate consideration of requirements for annual precept.

Place item on agenda early in year to remind councillors of budget process and actions required.

councillor appointed SFO.

As 1. above

Involve all councillors in budgetary process not solely the clerk.

As 1. above

Start consideration of calculation at least 4 months prior to submission date.

8.To explore all possible sources of income, and to ensure that expected income is fully received.

2. Receipts not banked or nit banked promptly.

3. Debts not pursued promptly

4. VAT claims not made promptly or made incorrectly.

Appoint the clerk as Grants Officer to gain experience of all grants available and application procedures.

Internal audit checks

As 2.above

Ensure Clerk has appropriate and up-to-date VAT official publications.

Regular checks by S.F.O. Internal audit checks.

9. To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored.

1.Inappropriate rate of pay to employees.

2. Amounts paid to contractors not in accordance with contract and inadequately monitored.

Ensure that employee regulations are available and understood by Clerk.

Checks by appointed S.F.O

Internal audit checks.

Appoint a councillor to monitor contract work carried out.

10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.

Street furniture Notice boards, planters, seats

1.Lack of knowledge of Council regulations

2.Late or non-submission of annual accounts.

3. Year-end accounts not prepared, inaccurate, or not in accordance with Council requirements.

Broken or neglected

Clerk to attend training seminars where available.

Include a timetable in standing orders.

SFO to monitor progress against timetable and report to PC meetings

Checks by SFO, internal audit checks

Checks by appointed councillor to be reported back to clerk for action as required – take to full council if action is above allowance in financial regulations.