



This document has been produced to enable the Parish Council to assess the risk of all of its functions, and to satisfy that it has taken adequate steps to minimise this risk. In conducting this exercise, the following process was followed.

- a) Identify the areas to be reviewed
- b) Identity what the risk might be, and whether this is High, Medium or Low risk (H, M or L)
- c) Evaluate the management and control of the risk and record all findings
- d) Review, assess and revise the above steps on an annual basis, usually at the Annual Meeting of the Council, unless otherwise stated.

Financial & Management

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of Precept	L	Sound budgeting process in place to support the annual precept. The budget is an agenda item in November Council meeting, where a report is considered that includes expenditure to date and projected expenditure.	Existing procedure adequate
		L	Using this information together with project aspirations and overheads assists setting the budget and precept for the following year. Once agreed, the RFO submits the precept request to Mid Sussex District Council.	
		L	On receipt of precept monies (usually in May and September, this is reported to Council.	

Financial & Management (Cont)

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Financial records	Inadequate records	L	The Council has Financial Regulations which set out the requirements, based on the NALC model	Existing procedure adequate. Ensure Financial Regulations are reviewed regularly
	Financial Irregularities	L		
Bank & Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking. Cheques and internet banking payment authorisation require two signatories. Latest financial situation (income and expenditure against budget, reconciliation) reported to each Finance Committee and each Full Council meeting for formal acknowledgement. Salaries and associated costs are paid via BACS, with payment schedule authorised by two signatories. Access to on line banking limited to RFO and Clerk Any banking error identified via reconciliation process	Existing procedure adequate. Ensure Financial Regulations are reviewed regularly Review authorised signatories at each Annual Meeting.
Investment	Loss of deposits due to failure of financial institution	M	Ensure that Council investments are reviewed annually to keep risk to a minimum. Consider spreading investments between more than one financial institutions.	Review at Annual Meeting, or sooner in times of economic instability.
Financial Reporting	Information communication	L	Latest financial situation (income and expenditure against budget, reconciliation) reported to each Finance Committee and each Full Council meeting for formal acknowledgement. To include predicted expenditure to year end.	Existing procedure adequate.
Direct costs	Goods supplied and not invoiced Incorrect invoicing Incorrect cheques	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate. Ensure Financial Regulations are reviewed regularly Review authorised signatories at each Annual Meeting
		L	At each Finance Committee and each Full Council meeting the list of proposed payments is authorised	
		L	Each cheque requires two signatories and that the stub is initialled	

Financial & Management (Cont)

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Grants payable	Power to pay Authorisation of Council to pay	L	All grants requested to comply with Grants Policy, with requested documentation supplied. Such requests to be considered by the Finance Committee or Full Council dependent on the amount and compliance with Financial Regulations. Payments made via s137 power of expenditure to be Minuted and recorded accordingly	Existing procedure adequate. RFO to report s137 allowance at each Annual Meeting.
Grants/s106 monies received	Receipt of Grants or s106 monies	L	Applications for such monies and successful bids to be reported to Finance Committee or Full Council. Receipt to be noted via Financial & Reconciliation reports. Project(s) identified for expenditure monitored, and necessary reports back to donor completed in compliance with necessary deadlines - see Project Management below.	Existing procedure adequate
Best Value accountability	Contracts awarded incorrectly	L	The Council has Financial Regulations which set out the requirements, dependent on value of contract. Legislation under Public Contracts Act 2015 to be complied with, with appropriate publication if necessary. Ensure provision for late completion.	Existing procedure adequate
	Overspend on contract	M	See Project Management	
Project Management	Overspend on contract	M	All contracts for goods and services to comply with Financial Regulations and the Public Contracts Act 2015. Expenditure and supply on such contracts to be monitored monthly to identify issues early. Any indication of potential overspend to be reported to Council at next meeting, and reasons identified and resolved	Existing procedure adequate Such formal monitoring process not yet in place, which needs to be addressed
	Late completion and retention monies	M	Monitoring process as above should identify issues, and trigger point under possible retention clause included as in Best Value above activated if applicable. All to be reported to Council	
Council Officers	Fraud	L	Ensure references taken for Clerk and RFO to prior to confirmation of employment	Existing contract of employment requires this Review at each renewal of insurance policy Ensure budget in place to allow for this.
		M	Ensure insurance Fidelity Guarantee fit for the purpose and requirements followed.	
		L	Clerk and RFO to attend relevant training, to be provided with relevant reference books, to access assistance and legal advice	

Financial & Management (Cont)

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
VAT	Reclamation	L	The Council has Financial Regulations which set out the requirements VAT to be claimed on a quarterly basis. RFO to ensure that VAT is monitored on an ongoing basis.	Existing procedure adequate. Ensure Financial Regulations are reviewed regularly
Annual Return	Comply with dead lines	L L L	Clear instruction given by External Auditor. Return completed complying with latest edition of Governance & Accountability for Smaller Authorities in England. Internal audit carried out Internal Audit report and Annual Return accepted by resolution of Council, documentation signed and submitted to External Auditors to comply with dead line. Notice of Public Rights published in accordance with guidance.	Existing procedure adequate Internal Auditor appointed annually Existing procedure adequate
Insurance	Fit for purpose Cost Compliance Fidelity Guarantee	M L L M	Asset Register is updated on the purchase or disposal of any asset. A review is undertaken prior to the renewal date of all insurance in place. Contract is considered and awarded as per Best Value above Employers and Public Liability are a statutory requirement Ensure insurance Fidelity Guarantee fit for the purpose and requirements followed as per Council Officers above	Existing procedure adequate Review provision and compliance at time of renewal
Assets	Loss or damage Injury to third party	M L	Office equipment monitored on an ongoing basis to identify damage. Inspection of play areas carried out by trained maintenance team weekly to identify damage, worn equipment and vandalism. Monitoring of street furniture (bins, street lights) ongoing by maintenance team Land inspected annually. Tree surveys commissioned and work completed Land management plan not in place; this to be rectified Records kept on all the above	Existing procedure adequate Vandalism reported to the police and insurance company Write land management plan for approval and adoption by Council within six months

Financial & Management (Cont)

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Freedom of Information Act	Policy Provision Website	M M H	The Council has adopted the model publication scheme for Local Councils. All requests for information are dealt with promptly within the deadlines Current website is not fit for the purpose, being out dated and difficult to navigate	Monitor and report impacts of requests made under the Freedom of Information Act. Allowance in budget for provision of new website. Ensure this is populated to provide information and to comply with Transparency Code

Record Keeping

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Council paper records	Loss through fire, theft and damage	L	Paper records include Minute Books, correspondence, personnel records, legal documents, such as leases, stored in Parish Office. Legal documents in fire resistant storage Some historical records archived off site. Insurance and fire risk assessment in place Insurance in place. Building alarmed with restricted access via programmed key fobs Low risk	Existing procedure adequate
Council electronic records	Loss through fire, corruption or cyber crime	M	Computer backups completed via off site server, including accounts and pay roll packages. Passwords locked in fire resistant safe. Virus protection in place, renewed annually. Email spam filters in place. IT support contracted out. Access to on line banking limited to RFO and the Clerk. Unauthorised access to bank accounts covered by Bank.	Existing procedure adequate. Be alert to inconsistencies during use of computer, and report any to the Clerk and IT support.

Adopted June 2017