

## Watton Town Council Risk Management Plan

Dated 25<sup>th</sup> Feb 2016 reviewed 22nd May 2018 next review date to be May 2019

FINANCIAL AND MANAGEMENT				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	A business continuity plan needs to be in place	Plan to be created.
Precept	Adequacy 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 the Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings. Financial position is monitored by the Finance Committee in conjunction with the RFO before debate by full council.	Procedure has been recently reviewed to include introduction of Finance Committee in 2017 Financial Regulations adopted 8 <sup>th</sup> March 2016 and reviewed January 2018.
	Requirements not submitted to District Council	L	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 via the District Council. This figure is submitted by the Clerk in writing to the District Council.	
	Amount not received by District Council	L	The Clerk informs Council when the monies are received (approx May and September).	
Financial Records	Inadequate records	L	The Council has Financial Regulations which set out the requirements for record keeping and financial monitoring.	Scribe accounting package used since 2015. Financial Regulations to be reviewed every 2 years and when necessary.
	Financial irregularities	L		
Bank and Banking	Inadequate checks Bank mistakes	L L	The Council has Financial Regulations which set out the requirements for banking, cheques and	Movement towards electronic banking progressing.

	Loss Charges	L L	reconciliation of accounts.	Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Bank statements monitored monthly.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked promptly. No petty cash held by the council. Any civic charity donations received are checked by 2 members of staff and banked promptly.	Current procedures adequate.
Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly discussed and approved at Council meetings. This statement should include, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank.	Accounting printouts from Scribe are regularly presented to councillors.
	Compliance	M	Council should regularly audit internally to comply with the Fidelity Guarantee. Auditioning Solutions Ltd engaged as internal auditors.	Council should annually appoint a Councillor Auditor for Fidelity Compliance. <b><i>Councillor Peter Bishop appointed for 2016/17.</i></b>
Direct costs Overhead expenses Debts	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure kept under review. Financial Regulations to be reviewed regularly and when necessary.
	Incorrect invoicing	L	At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered.	
	Cheque payable incorrect	L	Councillors who are bank signatories should check each invoice against the cheque book and associated paperwork and initial the invoices. Council approves the list of requests for payment.	
	Loss of stock	L	The Council has minimal stocks, these are checked and monitored by the Clerk.	
	Unpaid invoices	L	Unpaid invoices to the Council or services are pursued and where possible, payment is obtained in advance.	

Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly. Grant Policy in place.	<b>Grant procedure should be reviewed every 2 years. Last reviewed 7/7/2015</b>
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be established, if required.
Charges – rentals receivable	Receipt of rental	L	Wayland Hall – not currently hired out but an agreement for usage form is available. Both parties sign the agreement and the Town Council copy is held in Town Council records. Payment is received and banked promptly. The Town Council is notified accordingly.	Existing procedure and hire fees to be reviewed by the Finance Committee with policy to be compiled. Ensure payment and copy of insurance Document received.
	Insurance implication	M	All users should provide evidence of their insurance cover.	
Best value Accountability	Work awarded incorrectly	L	Normal 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. 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.	Existing procedure adequate and governed by Financial Regulations.
	Overspend on services	M		
Salaries and associated costs	Salary paid incorrectly	L	Salary slips are produced externally by Arden Kendall Ltd together with a schedule of payments to the Inland Revenue (for Tax and NI) and pension contributions.	Existing appointment and payment system is adequate but could be improved with easier access to online banking.  Contracts/terms of employment for all
	Wrong hours paid	L		
	Wrong rate paid	L		
	False employee	L		
	Wrong deductions of NI or Tax	L		
Unpaid Tax & NI contributions to the Inland Revenue	L	The Town Handyman should submit a time sheet containing hours. All staff have a contract of employment and job description. All contracts of employment should contain a section		

			on overpayment and recoup.	staff are being checked and overseen by HR Committee.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. All staff should be provided with relevant training, reference books, access to assistance and legal advice required to undertake their roles. Staff should be provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training.	Existing procedure being reviewed.  Insure up to date information is obtained. Membership of the SLCC/Norfolk ALC. Monitor working conditions, safety requirements and Insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Town Councillors other than the Mayor. Procedure in place to monitor expenses.	
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. 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.	Existing procedure adequate. Allowance incorporated within budget.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Annual Return is completed and submitted online and to the Inland Revenue within the prescribed time frame by the Clerk. 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 procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Town Council to be resolved and minuted at Full Town Council Meetings.	The Town Council has adopted the General Power of Competence. The use of which must be confirmed at each Annual Meeting of the town Council

				following an election. Guidance/training for Councillors should be offered (if required).
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality  Business conduct	L  L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.  Members to adhere to Code of Conduct.
Members interests	Conflict of interest  Register of Members interests	L  M	Present Standing Orders state that declaration of interests by members at a meeting should take place to remind Councillors of their duty and this item remains on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate.  Members take responsibility to update their Register.
Insurance	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 procedure adequate.  Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L	The Council should be registered with the Data Protection Agency	Ensure annual review of registration General Data Protection Regulation coming into force May 25 <sup>th</sup> 2018 – <b><i>Council may need to make provision and adapt Data Protection Policy accordingly.</i></b>
Freedom of Information Act	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	Monitor and report any impacts of requests made under the FOI Act. May need to consider possibility of a Subject Access Request being made.

			take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	
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<b>PHYSICAL EQUIPMENT OR AREAS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Assets including Recreation Grounds, Cemetery, other green spaces and bus shelters	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.  Risk Assessment of the play equipment at the Recreation Ground undertaken by Town Handyman with yearly RoSPA inspection arranged.	Annual risk assessment to be undertaken of all assets.
Maintenance	Poor performance of assets or amenities  Loss of income or performance Risk to third parties	L  L L	All assets owned by the Town 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 Town Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly by Town Council employees and Councillors.	Existing procedure adequate. Ensure inspections are carried out.
Notice boards	Risk/damage/injury to third parties Road side safety	L L	Council has 3 notice boards sited around the Town. All locations have approval by relevant parties, insurance cover is in place and boards are inspected regularly by the Town Handyman - any repairs/maintenance requirements are brought to the attention of the Town Clerk and Council as necessary.	Existing procedure adequate.
Street furniture etc.	Risk/damage/injury to third parties	L	The Town Council is responsible for seats, litter bins, etc around the parish. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure to be reviewed. Asset list to be reviewed annually.
Meeting location/Office accomodation	Adequacy Health & Safety	L M	The Town Council Meetings are held at Wayland Hall The premises and the facilities are considered to be adequate for the Staff, Councillors and Public who attend from Health and Safety and comfort aspects.	Existing locations adequate. Annual Risk Assessment of Hall undertaken.

Council records – paper	Loss through: theft fire damage	L M L	The Town Council records are stored at Wayland Hall and Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Materials are in safe storage.	Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases copied and deposited off-site. To check council land interests are recorded with land registry – ongoing
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Council's electronic records are stored on computer. Back-ups of the files are taken at regular intervals but it has been advised that the system is in need of updating.	Electronic storage of records backed-up on file cloud managed by Anglia IT.