

# Watton Town Council Risk Assessment Plan

Reviewed 11<sup>th</sup> June 2019 – Reviewed October 13<sup>th</sup> 2020, Minute Ref:- 7 with no amendments to be made.

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	To create plan. Electronic storage of records backed up by IT providers Anglia IT.
Precept	Adequacy of precept	L	The Town Council has formed a Finance Committee which regularly meets prior to the end of the month Town Council meeting. The Committee receives budget update information which is relayed to the Full Council both in the Committee minutes and verbally at Full Council meetings.	Existing procedure considered adequate and appropriate.
	Requirements not submitted to District Council	L	The precept is an agenda item at both Committee and Full Council from October. At the Precept setting meetings the Council receives a budget update report, including actual position and projected position to the end of the financial year and indicative figures or costings obtained by the Clerk.	Financial Regulations reviewed 26.06.18 Next Review - July 2019
	Amount not received by 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. The Clerk informs Council when the monies are received (approx May and September).	

Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements for record keeping and financial monitoring.	Financial Regulations to be reviewed annually and when necessary – see above.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Bank account established with Unity Bank Oct. 2018 to assist move towards electronic banking. Review the Financial Regulations and bank signatory list when necessary, especially after an AGM and an election. Bank statements monitored monthly and Bank Rec. presented to Finance Committee.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked promptly. Petty cash checked by Clerk. No petty cash held but £10 float maintained for casual market trading.	Fundraising events may result in cash held – procedures for handling large amounts of cash needs recording.
Reporting and Auditing	Information communication  Compliance	L  M	Monitoring information is produced at Finance Committee meetings and considered and approved at Council meetings. This includes bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank. Council regularly audits internally to comply with the Fidelity Guarantee.	Existing communication Procedures to be extended.  Council should annually appoint a Councillor Auditor (PB) for Fidelity Compliance.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing	L L	The Council has Financial Regulations which set out the requirements. At each Council meeting the list of invoices awaiting approval is distributed to Councillors,	Existing procedure monitored and appears appropriate. Financial Regulations to be reviewed regularly and when

	Cheque payable incorrect	L	and considered. 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.	necessary.
	Loss of stock	L		
	Unpaid invoices	L	Councillors are also presented with a list of regular payees annually. The Council has minimal stocks, these are checked and monitored by the Clerk. 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 which is minuted and listed accordingly. Grant Policy in place.	Grant procedure And Donations Policy reviewed Oct.18.
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 - An agreement for usage form is issued with the invoice. 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 annually. Ensure payment and copy of insurance document received. Hall hired very infrequently.
	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	Existing procedure adequate. Include when reviewing
	Overspend on services	M		

			quotation/tender, research the problem and report to Council.	
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	Salary slips are produced externally together with a schedule of payments to the Inland Revenue (for Tax and NI) and pension contributions.  The Town Handyman submits 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.	Existing appointment and payment system is adequate.  Contracts/terms of employment for all staff are being checked and overseen by HR Working Party.
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.  Purchase revised books. 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.	Expenses Policy reviewed 13.11.18.
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	Existing procedure adequate. Allowance incorporated within budget.

			minimise the risk of having a contested election as this is a democratic process and should not be stifled.	
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 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.
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.	Existing procedure adequate. Guidance/training for Councillors should be given (if required).
	Business conduct	L	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.	Members to adhere to Code of Conduct.
Members interests	Conflict of interest	L	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.	Existing procedure adequate.
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
Insurance	Adequacy	L	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	Existing procedure adequate.
	Cost	L		Review insurance provision annually.

	Compliance Fidelity Guarantee	L M	must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Review of compliance.
Data protection	Policy Provision	L	The Council should be registered with the Data Protection Agency and follows GDPR	Ensure annual review of registration and monitor compliance with GDPR.
Freedom of Information Act/GDPR	Policy Provision	L M	The Council is data protection compliant. Privacy Notice available on website. 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 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.	Monitor and report any impacts of requests made under the F of I Act and or any Subject Access Requests  Policies to be monitored/reviewed.

### PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
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	L	Council has 3 notice boards sited around the Town. All locations have approval by relevant parties,	Existing procedure adequate.

	third parties Road side safety	L	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.	
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 re-drawn.
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.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Council's electronic records are stored and back-ed up off site.	Back-up of electronic files should be further considered as reliant on IT providers.