

**Waltham Parish Council**

**RISK ASSESSMENT – for the year ending 31.3.24**

<b>TOPIC</b>	<b>WHAT COULD GO WRONG?</b>	<b>INDEX (refer to policy)</b>	<b>CONTROLS/MANAGEMENT OF RISK</b>	<b>REVIEW/ASSESS/REVISE</b>	<b>ACTION BY</b>
<b>ASSETS</b>	Loss of physical assets	<b>1</b>	Buildings insured – Adequacy of cover through Zurich Insurance Plc Policy no. YLL-2720872143 LTA 3 years until 2025 Asset Register maintained and kept up to date. Annual physical asset check undertaken.	Diary entry for September each year for renewals and updates. Cover reviewed with insurers 2022-23	Executive Officer/RFO
	Inadequacy of insurance cover	<b>2</b>	Re-valuation of building assets was undertaken in 2021 and 2022. Recommended review every 4 years. Review of asset register and physical check carried out annually.  Asset disposal & transfer forms to be completed and signed off by the Executive Officer and Chairman of the relevant Committee. Passed to RFO for action.	Current procedures adequate.	Halls Manager/Administration Officer/ H & G Committee
	Insecurity of buildings, equipment etc	<b>4</b>	Properties alarmed – Jubilee Hall, Priory Park, Hoe Road, Well House. Alarm systems annually serviced and maintained.	Annual review of security systems – record now kept by Halls Manager.	Administration Officer/Halls Manager/H & G Committee

	<p>Damage to buildings, office equipment, street furniture, notice bins, bus shelters, seats etc</p>	<p><b>2</b></p>	<p>All buildings maintained as necessary. Electrical fixed wiring testing carried out in 2019. Re-test due 2024.</p> <p>Fire alarms, fire safety equipment, heating systems all serviced annually and maintained regularly. PAT testing conducted annually.</p> <p>Regular checks made by Council staff and any issues reported to office.</p> <p>Lawes Marsh (left 2021) <b>Solent Safety Services Limited (app June 2022)</b> appointed by Council to review all Health &amp; Safety issues.</p> <p>Health &amp; Safety checklists completed regularly.</p> <p>Ensure public liability insurance is adequate. Current level £10,000,000.</p>	<p>Maintenance Plan regularly reviewed and updated where necessary.</p> <p>To be reviewed as considered necessary by the H &amp; G Committee – record kept by Halls Manager.</p> <p>Current procedures adequate.</p> <p>Annual meetings held to review policies/actions.</p> <p>New consultant in place June 2022.</p> <p>Annual review with Insurers to ensure level is adequate.</p>	<p>Halls Manager/ Administration Officer</p> <p>Halls Manager/ Administration Officer</p> <p><del>Lawes Marsh/</del> Solent Safety Services Limited Administration Officer/Halls Manager</p> <p>Halls Manager/Caretakers</p> <p>Executive Officer</p>
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<b>FINANCE</b>	Precept – request not submitted	<b>1</b>	Minutes to record. Executive Officer to submit request.	Diary Entry for Dec/Jan. Reminder letter received from WCC in December.	Executive Officer
	Precept – not paid by WCC	<b>1</b>	Executive Officer to check receipt of precept - mid April and mid-September.	Diary Entry	Executive Officer
	Inadequacy of precept received	<b>3</b>	The Council undertakes sound budgeting to underlie the annual precept. Each Committee monitors its budget information and a monthly review is undertaken by the Finance, Policy & Resources Committee. The budget and precept are considered by the F, P & R Committee in November prior to making a recommendation to the Council in December/January.	Monthly Review undertaken at all Committee meetings.	All Committees/F, P & R Committee
	Errors in Banking	<b>2</b>	All monies held with Barclays Bank and Arbutnot Latham. Appropriate balances to be maintained in accounts. Any interest received is accounted for. Check statements and bank reconciliations monthly and review balances weekly.	Regular Review by RFO and monthly review of balance sheet by F, P & R Committee.	RFO/F,P&R Committee
	Risk of consequential loss of income	<b>4</b>	Zurich Insurance cover- Business Interruption. Total sum insured £63,500.	Annual review with Insurers to ensure level is adequate.	Executive Officer
	Loss of cash through theft, dishonesty or fire	<b>3</b>	Minimal cash kept on any premises. Cash taken at Council Office is kept in locked fire proof safe and banked as soon as is practicable.  Ensure security procedures over cash adequate and effective. Access to the locked safe, is limited to the Admin staff only.	Regular Review	Executive Officer/Admin Officer/Halls Manager/F, P & R Chairman  Admin Officer/ Senior Admin Asst (Finance) /RFO

	Errors or fraud	<b>3</b>	<p>Monthly bank reconciliation prepared by RFO and approved by the Chairman of the F, P &amp; R Committee prior to the monthly meeting.</p> <p>Two signatories on each cheque. Internal and external audit carried out. Interim reports from the Internal Auditor to be reviewed by the F, P &amp; R Committee before approval by the full Council and actioned accordingly.</p>	Monthly Review	<p>RFO/Chairman, F, P &amp; R Committee</p> <p>F, P &amp; R Committee/Council</p>
	Staff and Councillors not following Financial Regulations	<b>3</b>	<p>All staff and councillors to be supplied with copy of Financial Regulations. Appropriate training to be undertaken. Record of training to be held.</p>	<p>Training provided for all Councillors by Chairman of the F, P &amp; R Committee. Training record kept.</p>	<p>Executive Officer/Chairman F, P &amp; R</p> <p>Executive Officer</p>
	Loss of data	<b>3</b>	<p>Regular back up of computer records shall be made and stored securely off site. Arrangements for computer protection by use of antivirus, firewall etc. will ensure high level of security for the Council.</p>	<p>Change of IT consultant in 2019. Arrangements reviewed and considered adequate.</p>	<p>Omega (Rialtas Suite) backed up by RFO. (Set timescale)</p> <p>Digi Toolbox backed up office desktops. (Monthly)</p>
	Loss of Income Received from football pitches and hall hire, leases, licences, contracts, grants etc.	<b>3</b>	<p>All cash income receipted on specifically printed receipt books in duplicate. Sequential numbering in date order. Receipts are entered in record book and monies banked at least monthly or as required. Cash deposits logged on booking system when received. Direct credits to be reviewed and posted by the Senior Admin Assistant (Finance).</p>	<p>Procedures considered adequate.</p>	

	And including Car park ticket machines		All hire charges made are reviewed annually by the H & G Committee and ratified by the F, P & R Committee – new charges apply from 1st April each year. Licence/lease charges are now reviewed annually in accordance with the terms of the licence/lease.	Annual Review	Senior Admin Assistant, H&G / F,P&R
	Misaccounting of expenditure	2	Receipt of grants. Ensure audit trail is recorded correctly and reserve for grant set up if necessary.  Invoices are held for all expenditure. RFO prepares the cheques* and BACS payments weekly for payment which are vetted by the Executive Officer. The cheques/BACS payments are then signed by any 2 from the 4 authorised signatories. List of payments is ratified by the F, P & R Committee monthly prior to payment.  Awarding of all grants including Section 137 and GPC expenditure. BWPC has a grants award policy and applications are made to the Community & Environment Committee and recommendations ratified by the full Council. Expenditure agreed is documented in minutes.	Procedures considered adequate.  Procedures considered adequate.  Procedures considered adequate.	*Rarely now used
	Non-compliance with HMRC Regulations ref. VAT	1	VAT is identified and entered in cashbook. Quarterly reclaims for VAT are made online and refunds paid direct into Current account. Consideration given to partial exemption if appropriate. Checked by Internal Auditor.	Quarterly Review	RFO
	Lack of forecasting to underlie annual precept	1	Detailed draft budget prepared by Executive Officer, Administration Officer and Committees for approval by Finance, Policy & Resources Committee in November for	Annual Review	Executive Officer/Administration Officer/Committees/Council

			ratification by full Council in December/January. Once approved, precept request is sent to District Council in January. Monthly expenditure against budget figures circulated to members of all appropriate Committees and reviewed monthly by the F, P & R Committee before ratification by the full Council.		
	Non-compliance with borrowing restrictions	<b>1</b>	Council resolution (December 2019) to borrow £100,000 over 10 years from the PWLB for the JH car park extension. Borrowing approval received January 2020.		
	Insufficient Reserves held	<b>2</b>	Ensure that adequate general reserves are available at year end. General rule is that total reserve should be at least 3 months' and no more than 12 months' expenditure. Ensure that earmarked reserves are summarised. Ensure that fidelity guarantee is at correct level. Zurich Insurance £5,000,000	Annual Review  Annual review with Insurers to ensure level is adequate.	FPR Committee
	Annual Governance and Accountability Return (AGAR) not submitted within time limits	<b>1</b>	AGAR is completed by the RFO, signed by the RFO and Internal Auditor and tabled for signing by the Council. Return is submitted within the guidelines provided by the External Auditor	Procedures considered adequate.	
<b>Liability</b>	Risk to third party, property or individuals	<b>3</b>	Zurich Insurance (as listed in Assets section above). Risk assessments of individual events undertaken. Play areas/trees/open spaces etc. checked regularly.	Annual Review  Twice daily checks undertaken by groundstaff. Checklists to be completed and handed to office. Some issues noted again around the	Executive Officer

			<p>completion of these checklists (highlighted in last year's assessment). Groundstaff to be reminded of the need to complete these and hand to Deputy Executive Officer. To be raised during appraisal process 2022. <b>(Action Plan).</b></p> <p>Annual inspection by suitably qualified contractor undertaken. Records kept and reported to H &amp; G Committee for any actions.</p> <p>Review of high-risk sites to be undertaken in 2022 to consider whether annual surveys required. <b>(Action Plan)</b></p> <p>Annual review with Insurers to ensure level is adequate.</p>	<p>Administration Officer / H&amp;G Committee</p> <p>Administration Officer / H&amp;G Committee</p> <p>Executive Officer and F,P&amp;R Committee</p>
		<p>Tree surveys currently undertaken on half the sites every year and works recommended undertaken.</p> <p>Public liability cover to be a minimum of £10,000,000 to be reviewed with insurance company at renewal. Risk assessments of events carried out as necessary. Certificate of Insurance displayed in all buildings. Annual review of policies/assessments undertaken to ensure efficiency of cover.</p>		

	Legal liability as consequence of asset ownership (e.g. Cemetery, play areas)	<b>3</b>	Insurance in place as listed above. Play areas checked twice daily and recorded. Full inspection annually.	Annual Review See comments above re checks.	Executive Officer/ Administration Officer/ Groundstaff
<b>Employer Liability</b>	Non-compliance with Employment Law	<b>3</b>	Parish Council have contract with HALC Employment Law. Employers' Liability Insurance included in Zurich policy – as listed in Assets section above.	Annual Review Procedures considered adequate.	Executive Officer
	Non-compliance with Inland Revenue requirements	<b>3</b>	Payroll undertaken by Humphry & Associates on Council's behalf and provides information for the monthly payments to HMRC. Payments made by RFO. Internal Auditor carries out regular test checks	Monthly Review	RFO
	Non-payment of salaries	<b>3</b>	J Humphrey (see above) contracted to undertake payroll. Monthly Salaries paid through Barclays software to agreed authorised salaries. Paid direct to employees through Barclays BACS system. RFO and Executive Officer to authorise payments which are ratified by the full Council retrospectively.	Monthly Review	RFO/Executive Officer
	Danger to staff and visitors	<b>3</b>	24-hour CCTV on Jubilee Hall, Priory Park and Hoe Road. Maintenance and service contract in place. Staff aware of lone working issues – policy in place.	Regular Review	Administration Officer/Halls Manager/H & G Committee
	Loss of key personnel	<b>3</b>	Ensure contingency plan in place for continuity of business.	Contingency plan to be drafted for consideration by Council. Not undertaken in 2020. <b>(Action Plan).</b>	



			Ensure admin staff are aware of procedures, IT passwords etc.	Procedures considered adequate	
<b>Employee Liability</b>	Causing injury (damage) to employee property	<b>1</b>	Employer's Liability insurance in place.	Procedures considered adequate	
<b>Legal Liability</b>	Activities outside legal powers	<b>3</b>	Executive Officer to clarify legal position on any new proposal. Legal advice to be sought where necessary from the Council's appointed legal advisors (HALC/HCC).	Procedures considered adequate	
	Minutes/ Agendas/ Statutory Documents – Accuracy and legality. Non-compliance with statutory requirements.	<b>1</b>	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. (Exec Officer is CiLCA qualified). Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval. Where possible draft minutes are circulated shortly after the meeting. Minutes and agendas are displayed according to legal requirements.	Procedures considered adequate	
	Illegal activity or payment	<b>3</b>	Ensure Councillors have an understanding of their Powers, training to be undertaken. All Councillors to confirm receipt of Standing Orders and Financial Regulations.	Annual Review	Executive Officer/Councillors
	Incomplete Financial Records	<b>3</b>	BWPC uses the Omega software from Rialtas. Checked by RFO and monthly payment reconciliations, together with balance sheet and revenue statements, are signed by the RFO and tabled at monthly F, P & R Meetings to note and then Council for acceptance.	Monthly Review Procedures considered adequate.	RFO/F, P & R Committee
	Loss of documents	<b>2</b>	Original lease documents etc. stored in metal filing cabinets in Council Office.	Originals scanned in 2018.	

<b>Councillors' and staff propriety</b>	Personal Interests affecting decisions	<b>4</b>	Register of interest completed by all Councillors and published on WCC website. Copies held in Council office. ROI form to be reviewed on an annual basis. Declaration of Interest is item on every agenda. If Interest declared, procedure in Standing Orders is followed and recorded in the minutes. Gifts/hospitality recorded on separate list. Register of relevant interests held for staff.	Procedures considered adequate.	Executive Officer
<b>Council Reputation</b>	Bringing the Council into disrepute	<b>1</b>	All Councillors should receive training and refresher training on the Code of Conduct. A professional approach is undertaken on all Parish Council matters.	Procedures considered adequate	Executive Officer

**Financial Risk Assessment reviewed by the Chairman and the Executive Officer February 2023.  
Considered by the Finance, Policy & Resources Committee on 7<sup>th</sup> February 2023 before ratification by the full Council on 14<sup>th</sup> February 2023.**

### Financial Risk Assessment Action Plan

<b>Subject</b>	<b>Recommendations/Action</b>	<b>Action by</b>	<b>Date for completion</b>	
Annual Asset Register Check	To ensure the check is carried out annually, as usual, and that the register is fit for purpose	F,P&R Committee / Executive Officer	March 2024	Asset register check in progress February 2023.