

BURTON AGNES PARISH COUNCIL

Risk Management

FINANCIAL SYSTEMS

Area Item	Hazard	Probability (H/M/L)	Effect (H/M/L)	Management of Risk	By Whom	Frequency
Budget	Not set	L	H	Automatic agenda item in December budget meeting and/or January full meeting for approval	Clerk Internal Auditor	Annually
Precept	Not requested	L	H	Precept is automatically set to same size as previous year. Automatic Agenda item in December/January	Clerk Internal Auditor	Annually
Precept	Not received	L	H	Clerk to contact Unitary Authority. Reserves to be sufficient to allow operation for some months	Clerk Internal Auditor	Annually
VAT	Not reclaimed	L	L	System in place to reclaim annually	Clerk	Annually
Interest	Competitive Rate	M	L	Review annually	Clerk	Annually
Other Income	Not received	L	L	Review income expected and follow up with communication and/or statement for any outstanding invoices	Clerk	Annually
Payroll	PAYE/NI returns & deductions	L	H	Payroll outsourced. Check annual PAYE/NI payments align with Wage payments. Contact payroll with any queries	Clerk	Annually
Payments	Not made	L	H	Check all invoices and regular payments processed to bank. Ensure adequate funds in bank account	Clerk	Monthly
Payments	Not authorised			All payments authorised on bank by 2 signatories. Send reminders for outstanding payments. Bank reconciliations carried out regularly and signed by Clerk and Chair at every meeting.	Council Internal Auditor	Monthly
Payments	Invoice & Payment unmatched	L	L	Payments checked against invoice by Clerk, signatories check before approving payment	Clerk Signatories Internal Auditor	Monthly
Payments	Not received	L	L	Check payment sent from payer, contact bank if funds not received in bank account	Clerk	As required
Cheque Book	Loss/Theft	L	L	Stored securely. 2 signatures required, Clerk not a signatory	Clerk	As required
Paying-in Book	Loss/Theft	L	L	Stored securely	Clerk	As required

Area Item	Hazard	Probability (H/M/L)	Effect (H/M/L)	Management of Risk	By Whom	Frequency
Online Banking	Loss/Theft	L	L	Online banking undertaken in line with Financial Regulations. Clerk to set up payments, two Cllrs to authorise. Clerk and Cllrs to keep all passwords secure and not share with anyone.	Clerk Signatories	As required
Security of Funds	Theft/Fraud	L	L	No petty cash held. Bank Reconciliation checked each meeting by councillors, along with payment, receipts and bank statements, Clerk sets up payments on the Online system and Two Councillors authorise	Clerk Councillors	Each full council meeting
Security of Funds	Theft/Fraud	L	H	Fidelity insurance held, Clerk to ensure insurance requirements met and reviewed annually	Clerk	Annually
Audit Internal –	Not carried out	L	M	Engagement of Internal Auditor automatically added to agenda item in May or July	Clerk	Annually
Audit External –	Not carried out	L	M	Council automatically contacted by External Auditor	External Auditor	Annually
Audit External –	Not carried out	L	M	Agenda item for May or July	Clerk	Annually
Internal check of financial records	Not carried out	L	M	Internal controls of financial records reviewed at each meeting	Clerk Councillors	Each council meeting
Contracts	Poorly specified	M	M	Ensure full details specified in contracts and documents available to all parties	Clerk Councillors	As required
Contracts	Not adequately carried out	M	M	Work to be inspected and accepted before final payment made	Clerk Councillors	As required
Contracts	Not competitively tendered	M	M	Council to see estimates/quotes/tenders for each contract In line with Standing Order 18 and Financial Regulations 5 and 14	Clerk Councillors	As required

FINANCIAL MATTERS

Area Item	Hazard	Probability (H/M/L)	Effect (H/M/L)	Management of Risk	By Whom	Frequency
Banking Arrangements	Not able to issue cheques	L	H	Annual review of Banking arrangements following May Meeting when signatories are decided, or elections every 4 years	Clerk Councillors	Annually
Reserves – Earmarked	Adequacy	M	H	Reserves reviewed at meetings where quarterly budget inspected and any amendments made as required	Clerk Councillors	Quarterly

Area Item	Hazard	Probability (H/M/L)	Effect (H/M/L)	Management of Risk	By Whom	Frequency
Reserves – not Earmarked	Adequacy	M	H	Reserves reviewed at meetings where quarterly budget inspected and any amendments made as required	Clerk Councillors	Quarterly
Insurance Providers	No insurance held	L	H	Annual review of insurance at renewal to ensure the following are sufficient: Public and Employers Liability, Money and Fidelity Guarantee, Personal Accident	Clerk Councillors	Annually
Assets	Unidentified and uninsured	L	L	Annual review of assets to be undertaken to ensure they remain and are in good condition, and list updated accordingly	Clerk Councillors	Annually
Assets	Theft/Loss	L	L	Assets insured. Office equipment at Clerk's home	Clerk	Annually
Salary Review/Home Working Allowance	Underpaid to Clerk	L	L	Clerk to ensure any nationally agreed pay awards are shared with full council for noting and ratification Clerk to ensure annual review is undertaken with Staffing Working Group for any possible performance pay award Clerk to ensure annually via check with HMRC that office allowance figure is correct	Clerk Councillors Clerk Councillors Clerk Councillors	Annually

SECURITY, PROPERTY AND RECORD KEEPING

Area Item	Hazard	Probability (H/M/L)	Effect (H/M/L)	Management of Risk	By Whom	Frequency
Documents	Loss/Theft	M	M	Stored at Clerk's home. Majority of documents scanned/stored in cloud and external hard disk drive	Clerk	As required
Computer records	Loss	M	H	Clerk backs up to OneDrive as part of MS365 package	Clerk	As required
Cyber Security	Breach of system/data	L	H	No cyber insurance held, believed to be minimal risk, laptop only at Clerks home, care taken that no links etc opened if unsure, security used on laptop effective. Cllrs aware of spoof emails and to ignore	Clerk Councillors	As required
IT	Failure of IT systems, misuse or data loss	L	H	All council records on the laptop are backed up to the cloud via OneDrive/MS365 and external hard disk drive, and retrieval should be possible. No formal IT systems in place as data is stored securely, if internet goes down Clerk will sort with provider	Clerk	As required
Asset register available and updated	Lack of awareness	L	M	Asset list to be checked and updated annually, and annual insurance figures for the assets added	Clerk	Annually
Property damage	Damage/vandalism	L	L	If property is damaged, dependant on nature, the Parish Council carries relevant insurance	Clerk Councillors	As required

Area Item	Hazard	Probability (H/M/L)	Effect (H/M/L)	Management of Risk	By Whom	Frequency
Reputational Risk	Actions taken could harm the Parish Council reputation	L	H	Cllrs must follow the Social Media policy which deals with posting on social media Any actions taken causing harm would need to be investigated and mitigation put in place Libel and Slander cover available on Insurance	Clerk Councillors	As required
Financial Regulations available and updated	Working outside of the policy	L	H	Clerk to ensure Council is working to latest version and provide updates as require during the year Reviewed annually in May as part of the annual agenda	Clerk Councillors	Annually
Standing Orders available and updated	Working outside of the policy	L	H	Clerk to ensure Council is working to latest version and provide updates as require during the year Reviewed annually in May as part of the annual agenda	Clerk Councillors	Annually

EMPLOYEES AND CONTRACTORS

Area Item	Hazard	Probability (H/M/L)	Effect (H/M/L)	Management of Risk	By Whom	Frequency
Contractors Liability Insurance	Uninsured	L	H	Clerk to ensure that they see a copy of the contractors liability Insurance certificate as soon as the contract is agreed. If no certificate is available, the contract will be held in abeyance until it is seen.	Clerk	As required
Written arrangements with contractors	Fails to do the work	L	H	Clerk to ensure that each contractor is written to advising of requirements, including when and where as required	Clerk	As required
Safety of Staff	Attack on Clerk	L	H	Clerk not to meet members of the public alone Clerk to report any online abuse	Clerk	As required
Safety of Councillors and Volunteers	Attack or accidental incidents	L	H	Councillors and volunteers to ensure high visibility vests are worn whilst carrying out any outside tasks on behalf of the council. Should any risks be identified, tasks to be ended and rescheduled. Volunteers to ensure the Council is informed of the details of the tasks they are carrying out, i.e. names, where, when etc.	Clerk Councillors Volunteers	As required

MEMBERS' RESPONSIBILITIES

Area Item	Hazard	Probability (H/M/L)	Effect (H/M/L)	Management of Risk	By Whom	Frequency
Code of Conduct Adopted	Working outside of guidelines	L	M	Councillors sign annually to confirm they have read and agree to the Code of Conduct Clerk ensures that understanding of Code of Conduct is delivered to new Councillors. Any amendments to the adopted Code to be agreed and ratified at a full council meeting and minuted accordingly. Any breaches of the Code of Conduct will be reported to Burton Agnes Parish Council for advice, and may be further reported to the Standards Committee of East Riding of Yorkshire Council	Clerk Councillors	Annually
Register of Interests completed and updated	Perceived/ actual conflict of interest	L	H	Councillors have to advise Clerk of any changes to circumstances immediately they happen Clerk undertakes annual review of register of Interests	Clerk Councillors	Annually
Register of gifts/hospitality	Perceived/ actual conflict of interest	L	M	Councillors to advise Clerk of any gifts or hospitality received to enter into the Gifts and Hospitality Book	Clerk Councillors	As required
Declarations of Interest minuted	Perceived/ actual conflict of interest	L	M	Councillors to ensure they advise of any declarations of interest at every meeting so it can be minuted.	Clerk Councillors	Each council meeting