

East Peckham Parish Council Finance Risk Assessment 2023 (Reviewed 10th May 2023)

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices.

Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

In conducting this exercise, the following plan was followed:

Identify the areas to be reviewed.

Identify what the risk may be.

Evaluate the management and control of the risk and record all findings.

Review, assess and revise if required.

FINANCE AND MANAGEMENT

Subject	Risk(s) Identified	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	All files and recent records are kept in the Clerk's office The Clerk makes regular backups of files to an external USB in the event of the Clerk being indisposed the Chairman to contact KALC for advice.	Existing procedure adequate. Review when necessary
Precept	Adequacy of precept; Requirements not submitted to TMBC. Amount not received by	L	EPPC reviews the Precept requirement annually at the January meeting and reviews presented budget update information, including actual position, projected position to year end and estimated figures for the next financial year. With this information EPPC agrees amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount requested from TMBC. This figure is submitted by the Clerk in writing to TMBC. The Clerk informs Council when the monies are received (approx. April).	Existing procedure adequate

FINANCE AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Financial records	Inadequate records. Financial Irregularities	L	The Council has Financial Regulations that set out the requirement	Existing procedure adequate, review the Financial Regulations when necessary.
Bank and banking	Inadequate checks Bank mistakes: Loss: Charges	L	EPPC has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reviews the councils banking arrangements regularly.	Existing procedure adequate. Review the Financial Regulations and bank signatory list when necessary, Especially after an AGM and election. Monitor the bank Statements on receipt.
Reporting and Auditing	Information Communication Compliance	L	A budget monitoring statement is produced and discussed and approved quarterly. A full list of payments and receipts, cheques and BAC's payments to be signed or authorised is provided at the meeting and the financial records including a breakdown of receipts and payments balanced by a Councillor at each meeting.	The existing procedures adequate Council to annually a councillor to check financial records
Direct Costs Overhead expenses Debts	Goods not supplied but billed: incorrect Invoicing: cheque	L	The Council has financial regulations that set out the requirements. At each Council meeting the list of invoices awaiting approval is distributed to Councillors for consideration. Council approves the list requests for Payment, The Council has minimal stocks, these are checked and monitored by the clerk. Unpaid invoices to the council are pursued and where possible payment should be obtained in advance.	Existing procedure adequate. Review the financial when necessary.

FINANCE AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
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. If a payment is made using S137 or GPC.	Existing procedure adequate.
Grants Receivable	Receipts of Grant.	L	Any one-off grants awarded would come with terms and conditions to be satisfied.	Existing procedure adequate.
Best Value Accountability	Work Awarded incorrectly: Overspend on Services	L/M	As per Financial Regulations, normal EPPC practice would be to see, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive teers would be sought. If a problem is encountered with a contract the Clerk will investigate the situation: check the quotation/tender, research the problem and report to Council.	Existing procedure adequate.
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False Employee Wrong deductions of NI or Tax. Unpaid NI & Tax contribution to HMRC	L	EPPC authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1st April each year. Salary is paid through a payroll provider. Currently provided by Diane Malley Associates. The tax and NI contributions are calculated by the payroll service provider and paid monthly to HMRC, All NI and Tax payments are submitted in the annual return submitted by t payroll service provider on behalf of EPPC. The Clerk, Assistant Clerk, Litter Picker & Maintenance person all keep a record of their hours worked and have been issued a contract and appropriate job description.	Existing procedure and appointment of current payroll is adequate.

FINANCE AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Clerk/Other Workers (voluntary/Casual)	Loss of Clerk Actions undertaken Health & Safety	L	A Contingency fund should be established to enable training for the CILCA qualification in the event of the of The Clerk or Assistant Clerk resigning. To enable appropriate training to be provided along with reference books, access to assistance and legal advice to undertake the roles.	Include in financial statement when setting precept. Existing procedure adequate. purchase reference books where necessary membership of KALC monitor working conditions. Safety.
Election Costs	Risk Of election cost	L/M	The Risk is higher in an election year. When an is due, the Clerk will obtain an estimate of costs from TMBC for a full election and uncontested election. There are no measures which can be adopted to minimize the risk of having a contested election as this is a democratic process and should not be stifled.	Existing procedure adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out Full details.	Existing procedure adequate.
Annual return	Submit within time limits	L	Employer's annual return is completed and submitted Online to HMRC 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 the time limit.	Existing procedure adequate

FINANCE AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of EPPC to be resolved and minuted at Full Parish Council Meetings.	All activities and payments minuted
Council records Paper	Loss through theft fire damage	L/M	The Parish Council records are stored in the Parish office. Historical records are stored at County Archives. Records include historical correspondence, minute books and copies of documents for ownership of property records such as personnel, insurance, salaries etc recent materials are in a locked office cupboard.	EPPC has a document retention and destroy policy. Damage (apart from fire) and theft is unlikely, so provision is adequate. Deeds/lease are copied and kept in the office safe.
Council records	Loss through: Theft, fire, Damage corruption Of computers	L/M	EPPC's electronic records are stored on a council computer which is locked in the clerks desk. Back ups of the files are taken at regular intervals on to a External drive/USB stick.	Existing procedure adequate
Insurance	Adequacy Cost Compliance	L	An annual review is undertaken (usually May and on all purchases of new assets) of all insurance arrangements In place. Employers and employee liability is a necessity and has to be paid for. Ensure compliance measures are in place.	Existing procedure adequate
Data Protection	Policy Provision	L	Be aware of our responsibilities under the GDPR. registration with the Data Protection Agency/information Commissioners Office is mandatory and must be renewed annually.	Existing procedure adequate

FINANCE AND MANAGEMENT

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Freedom of Information Act	Policy Provision	L/M	EPPC has a model publication scheme for Local Councils in place, EPPC is able to request a fee for any information requested to cover the cost of consumables and the Clerk's time.	Monitor and report any impacts of requests made under the FOI Act.
Meeting location	Adequacy Health & Safety	L	EPPC meetings are held in the Meeting/Committee Room at the Jubilee hall. Entry is via a keylock and all Councillor's have details of the code. The premises and the facilities are owned by the Parish Council and considered to be adequate for the Clerk, Councillor's and Public who attend from a health & Safety and comfort aspects. Regular risk assessments of the Jubilee Hall are undertaken.	Existing location adequate

ASSETS

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Street Furniture, Play Area Equipment Requirements And Open Spaces	Loss or damage Risk/damage to third party/ies property	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks made of all equipment by EPPC monthly. Annual inspection carried out by a registered play inspection company. Regular inspection of all trees on EPPC's land and recorded.	Existing procedure adequate Review insurance annually
Noticeboards	Risk/damage/injury	L	EPPC have 3 noticeboards. A public noticeboard in the Village Centre on EPPC owned land, a council notice-board on the side of the Village Stores and another council notice-placed on the playing field. All locations have approval by relevant parties, insurance cover and are inspected regularly by the Clerk and or the Assistant Clerk. Any repairs or maintenance requirements are brought to the attention of the Parish Council.	Existing procedure adequate

LIABILITY

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or Payments: Working Parties taking decisions	L	All activity and payments made within the powers of EPPC (and not Ultra Vires) are to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedure adequate
Minutes/Agendas/ Notices & Statutory Documents	Accuracy and legality	L	Minutes and Agenda are produced in the prescribed method by the Clerk and/or the Assistant Clerk and adhere to the legal requirements. Minutes 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. Guidance & training to Chair should be given to Members to adhere to the approved Code of Conduct.
Public Liability	Risk to third party, Property or individuals	M	Insurance is in place. Risk assessments regularly carried out to comply with the requirements.	Existing procedure adequate. Ensure Risk Assessments are carried out
Employer Liability	Non compliance with Employment law	L	Undertake adequate training and seek advice from KALC	Existing procedure adequate
Legal Liability	Legality of activities; Proper and timely Reporting via Minutes; Proper document control	L	Clerk to clarify legal position on proposals and seek advice if necessary. EPPC always received and approves Minutes at monthly meetings. Retention of document policy in place	Existing procedure adequate.
COUNCILLORS' PROPRIETY				
Members interests	Conflict of interest; Register of Members Interests	M	Councillor;s have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillor's.	Existing procedure adequate. Members to take responsibility to update.