



Haswell Parish Council
Risk Management Scheme

Financial Management Risk Assessment

Approved March 2023

To be reviewed November 2023

Annual Risk Management Scheme

Introduction

- The Parish Council is responsible for establishing arrangements for the management of risk.
- Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify any and all potential risks inherent in the place or practices.
- This document has been produced to enable the Parish Council to assess the risks that it faces, and to satisfy itself that it has taken adequate steps to minimise those risks.
- Based on the assessment the Council will take all practical and necessary steps to reduce or eliminate the risks.

Policy and Procedures

1. The management of risk requires assessment of the likelihood of an incident occurring, and its impact if it does occur. This assessment uses 'High', 'Medium' or 'Low'. If the likelihood is high, special measures will be taken to reduce the level of risk, or the risky activity removed completely.
2. If the score is low, moderate measures may be sufficient to control or eliminate the risk.

Haswell Parish Council
Financial Risk Assessment 2023

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Unavailability of signatories	L	Three independent authorised signatories confirmed - cheques require only two signatories	Reviewed May 2022
	Church unavailable for meeting	L	Rearrangement of meeting to convenient date Relocation to Lisa Dixon Centre	Annually
	Non-Quorum	L	Rearrangement of meeting if necessary –To inform Clerk of nonattendance in advance and Clerk to rearrange meeting	Annually
Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Parish Clerk not available for meeting	L	Member to take on role temporarily	Annually
	Parish Clerk not available and unable to access to information	L	Chair and Vice Chair have access to passwords for the system.	Annually
Precept	Precept is too high/Adequacy of precept	L L	Precept based on sound financial budgeting and set by end of December each year, forwarded to DCC in January each year Detailed justification for precept setting	Annually

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Financial	Inadequate records/ financial irregularities Invoices received late or incorrect	L	Financial records presented at each meeting for Members acceptance	Viewed Monthly at meeting
Financial	Errors with regards banking e.g. charges, cheques not cashed	L	Members receive all information and view bank statements monthly.	Annually
	Loss of cash through theft or Dishonesty	L	Budgets reviewed monthly.	Annually
Financial	Close relationship between Chair of the Parish Council and the Clerk.	L	Risk Assessment in Place – see Haswell Parish Council Risk Assessment – Annual Governance and Accountability Return 2022/23.	Annually
Reporting and auditing	Not observing requirements for information, communication and compliance	L	Internal and External audit recommendations always implemented. External and Internal Audit of Accounts undertaken annually.	Annually
Best value Accountability	Work awarded incorrectly	L	Standing Orders in place.	Annually
	Overspend on services	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken for goods and services.	
Salaries and assoc. costs	Salary paid incorrectly	L	Salaries paid via Durham CC payroll services. Payroll checked via Durham CC and Parish Clerk monthly.	Annually
	Unpaid Tax & NI contributions to the Inland Revenue	L	Paid via Durham CC payroll services. Checked by Parish Clerk monthly.	Annually Annually

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
			Internal and External Audit undertaken annually	
Employees	<p>Loss of key personnel</p> <p>Fraud by staff</p> <p>Actions undertaken by staff</p> <p>Health & Safety</p> <p>Job descriptions are not fit for purpose</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>Member to take on role of Clerk temporarily Groundstaff role covered by Durham CC.</p> <p>The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.</p> <p>The Clerk and groundstaff should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.</p> <p>Is reviewed in line with requirements</p>	<p>Reviewed annually</p> <p>Membership of the CDALC /SLCC.</p> <p>Monitor working conditions, safety requirements and Insurance regularly.</p> <p>Appraisal system</p>
Councillors allowances	Councillors over-paid Income tax deduction	L	No allowances are paid to parish councillors	No procedure required
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 County 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	Annually

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
AGAR Annual return	Submit within time limits		Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked.	Existing procedures adequate
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. Guidance/training for Chair is undertaken. Members to adhere to Code of Conduct.	Annually
Members interests	Conflict of interest Register of Members Interests	L M	The declaring of interests by members at a meeting is on the agenda at every meeting as a reminder. Register of Members Interest forms completed and reviewed annually by Councillors.	Annually
Insurance	Adequacy Cost	L L 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 must be paid for.	All undertaken and reviewed regularly. Review insurance provision

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
	Compliance Fidelity Guarantee		Vehicle Insurance in place Ensure compliance measures are in place. Ensure Fidelity checks are in place.	annually. Review of compliance.
Data protection	Policy Provision	L	Registration with the ICO GDPR implemented	Annually
Freedom of Information	Policy Provision	L	The Council has a model publication scheme for Local Councils in place.	Annually

PHYSICAL EQUIPMENT OR AREAS				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	Playing fields are inspected by Groundstaff and assessed and repaired by DCC. Annual check to be undertaken by Zurich.	Annual review of contract
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned and authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Reviewed annually
Notice boards	Risk/damage/injury to third parties Roadside safety	L	Parish Council has two notice boards sited around the villages. All locations have approval by relevant parties, insurance cover, inspected regularly any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Vice Chair and Clerk.	Existing procedures adequate
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for seats in the village and covered by insurance. No formalised programme of inspections is carried out. All reports of damage or faults are reported to Council and/or dealt with	Seeking to replace old with new Existing procedures adequate
Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at St Paul's Church Meeting Room. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	Existing location adequate

PHYSICAL EQUIPMENT OR AREAS				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Council records paper	Loss through: theft fire damage	L	Minutes and correspondence lodged with the DCC archivist. All records are also held electronically.	Annually