

# Great Chart with Singleton Parish Council

*Founded in December 1894*

## RISK ASSESSMENT AND MANAGEMENT 2020-21

Area	Risk	Level	Control
Assets	Protection of physical assets	M	Asset register maintained. Assets insured, insurance reviewed annually. Significant purchases notified to insurers in-year.
Finance	Banking	L	No cash handled. Majority of income paid direct to bank by BACS. Cheques paid into bank within 2 days of receipt. Loan and phone contract paid by DD with prior email notification of amount.
	Risk of consequential loss of income	L	Reserves Policy reviewed and adopted 14 <sup>th</sup> May 2018.
	Loss of cash through theft or dishonesty	L	Cash seldom handled, no petty cash. Regular audit to identify anomalies; employee indemnity covered by insurers
	Financial controls and records	L	Monthly reconciliation prepared by Clerk/RFO for report at monthly meetings. Two signatories required for cheques, bank transfers are checked and authorised by two councillors. Various cross-checks in accounting system to identify anomalies Internal and external audit
	Comply with Customs & Excise regulations	L	Payroll handled in-house using HMRC RTI software and sending IR & NI amounts to HMRC by due date. Other required info (yearend, leavers, starters, P60 etc) completed within software package. VAT claims calculated by RFO – checked by Chair of Finance Committee VAT claims comply with sector guidelines
	Sound budgeting to underlie annual precept	L	Expenditure against budget reported quarterly to full Council together with financial statement. Finance Committee receive detailed account of exp-budget in autumn (half year) with full year projections; Cost of living & other adjustments made; PC funded projects considered and draft prepared for consideration by November to derive precept for following year at December meeting.
	Complying with borrowing restrictions	L	PC borrowed £75k to grant to SVH to fill shortfall in funding for extension. PWLB repayments over 17 years (payments by DD in March & September)
Liability	Risk to third party, property or individuals	M	Insurance in place.
Employer liability	Comply with Employment Law	L	PC is Member of KALC Clerk is member of SLCC Both offer reference, guidance and updates Policies reviewed and updated regularly

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	Comply with HMRC requirements	L	Salaries to be calculated on 28 <sup>th</sup> of each month and BACS raised Use of HMRC's own RTI software aids compliance. Includes on-line notifications. Requires RFO to enter data into system at correct points in time.
	Safety of staff & visitors	L	PC has moved to a new office – a risk assessment has been completed for both staff and visitors. Video entry system in place and additional lock on office door. Stairs, lift & corridors comply with modern regs.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal Legal advice to be sought where necessary
	Proper and timely reporting via the Minutes	L	Council meets monthly and receives and approves Minutes from previous month. Approved Minutes available on website or on request from the Clerk. Minutes of Committee meetings sent out to members when ready rather than await next meeting.
	Proper document control	M	Paper documents kept in lockable filing cabinet & computer password protected to store data in compliance with Data Protection Act. Fol Publication Scheme & Information Guide on website with relevant documents Public domain info is available to view on website
Councillor Propriety	Register of DPI's and OSI's, and gifts and hospitality in place.	L	Register of DPI's and OSI's completed KALC and Monitoring Officer contacted for advice/clarification where required.
Insurance	Public Liability Employer Liability Physical Assets Compliance Fidelity Guarantee	L L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.

Adopted by full PC on 13<sup>th</sup> July 2020