**Financial Risk Assessment 2017/18**

**1. Introduction**

* 1. The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.
  2. The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

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| **Area** | **Risk** | **Level** | **Recommendation** |
| **Finance** |  |  |  |
| Managing money | Loss of money through fraud, theft, dishonesty or embezzlement. | L | Continue to minimize cash transactions with centre users.  Continue current procedures for any cash payments (no petty cash).  Continue to record all cash against invoices and bank sheets.  Continue loss of money insurance cover |
| Lack of proper financial controls, records and budgeting | M | Review financial controls, regulations and records  Responsible Financial Officer to continue training to CILC level  Continue monthly bank reconciliation  Important documents backed-up and taken off premises.  Annual internal and external audit  Consider finance committee set up |
| Comply with HMRC Regulations | M | RFO to take VAT training |
| Complying with borrowing restrictions | L | No new borrowing likely at present |
| Investments | M | RFO to present draft investment strategy to Council |
| Illegal expenditure | L | Clerk to continue training to ensure that all expenditure is within legal powers. |
| Avoiding Loss of Income | Precept- Capping on Town And Parish precept by Central Government | L | Ensure any increase in precept covers allocated funds. |
| Room Hire Income | L | Continue to promote and maintain facilities to ensure regular bookings at market prices  Renew buildings insurance (1,200,00)and Business Interruption (100,000) |
| Bar income | M | Continue to promote this facility |
| Claims made against Council | Personal injury to staff, Hirer’s, Councillor or member of the public | M | Continue regular risk assessments carried out in buildings (fire, gas and electric checks)  Continue regular Maintenance checks carried out on parks play equipment  Review checks on paths and open spaces/ tree survey  Renew public liability, Hirer’s liability, Fidelity and Employer’s insurance |

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| **Assets** |  |  |  |
| Property | Damage to buildings and property | M | Renew buildings insurance  Maintain CCTV at the Centre and consider installation at WSH  Add exterior lighting at WSH  Facilities assistant to continue high level of maintenance  Continue annual checks (Gas, electric, PAT, fire) |
| Damage on Rem Way/artwork | L | CCTV cameras installed |
| Loss of use of play equipment. | M | Maintain CCTV at Barnfield/MUGA  Continue maintenance checks |
| Allotments | L | Continue to work closely with allotment association to minimise damage and expand allotment community/CCTV cameras installed |
| Development of Council owned land | M | Check land and buildings are registered at Land Registry (The Chimes)  Consider transfer of land for allotments |
| Library Building not been taken on by Trust | L | Postponed |
| Car Parks-liability and maintenance costs | l | Allocated Funds for unforeseen maintenance works.  Increased public liability insurance to cover risk. |
| Maryfields | L | Allocate Funds for development  Increased insurance to cover liabilities. |
| Staffing | Loss of services of employee | M | Town Clerk/RFO- Clerk continue to build Handbook with clear instructions for taking over the position. Advert, Job description etc. can be found in the handbook a copy of which will be kept with spare keys and password log with identified person. Facilities assistant to step up in the meantime.  Facilities assistant- Advert, Job Description etc. kept on office computer to use to replace assistant immediately. Temporary cleaner to be used in the meantime. |
| **IT** |  |  |  |
|  | Failure of IT systems or misuse | M | Continue to back up PC on external hard drive and store off site  PC Password protected/Office locked.  Review internet policy  Renew Kapersky security annually |
| **Reputation** |  |  |  |
|  | Damage to Council’s reputation | L | Elected members must be clear about their duties and responsibilities.  Council acts as a body not as individuals  Council continues to promote the work of the Council through media. |
|  | Consultation | M | Allocate an annual expenditure for carrying out public consultation and information. Open days, newsletters, advertising etc. |

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| **Law** |  |  |  |
| Statutory requirements | Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns. | M | Continue to ensure that all accounts and returns are completed and submitted by the deadlines. |
| Audit | Non-compliance with internal audit requirements. | L | Appoint internal auditor annually. |
| Contracts | Financial Regulations | L | Review Standing orders and financial regulations and abide by them |
| Transparency | Agendas and minutes | M | Continue to publish on web site and display on board |
|  | Ensuring activities are within legal powers | M | Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.  Clerk to work towards CiLC and the Council towards the Power of Competence. |
| Allotments | Unlawful profit making | L | Allocated any profit to development, improvement and expansion |