



Financial Risk Assessment 2017/18

1. Introduction

- 1.1 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.
- 1.2 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.

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 CILCA level Continue monthly bank reconciliation Important documents backed-up and taken off premises. Annual internal and external audit
	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. Reserve one year's expenditure in case precept is not received.
	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) Reserve one year's expenditure in case room hire income is not received.
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

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	I	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	<u>Town Clerk/RFO</u> - 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. <u>Facilities assistant</u> - 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 and Officers 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.

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 CiLCA and the Council towards the Power of Competence.
Allotments	Unlawful profit making	L	Allocated any profit to development, improvement and expansion
Community			
Fracking	Claims Made against the Council for damage caused through Fracking being allowed in the area	H	Council did not accept Fracking in the area. If Fracking Company fails after damage is done to resident's property who should compensate? Clerk to clarify with MP.