

Risk Management Scheme – Wereham Parish Council
Adopted March 2020
Next Review March 2022

Wereham Parish Council Risk assessment and management (financial) for the period 1 April 2021 to 31 March 2022

The risk management procedures, as documented below, are due to be confirmed to be in practice by the Internal Auditor April 2021

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute – RFO follow up	Diary and Update on Clerks Report
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	Diary
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate controls are in place	Annual review of documented controls as part of this process and Financial Regulations
	Cash banking	L	Segregate duties. Check to bank statements. Regular bank reconciliations	Members to verify reconciliations taking place.
	From Cemetery	M	Burial Register kept up to date for grave allocations. Check of burial register to invoices to undertakers. Check of memorial fees work dockets to invoicing. Note Next of Kin for Memorials	Clerk
Grants	Claims procedure	M	Clerk/RFO check as required	Diary
	Receipt of grant when due and project completion on time	M	Clerk/RFO check as required	Diary
Contract Management	Adequacy	M	Contract renewal process – Clerk to maintain a spreadsheet of contracts in place.	Diary
	Goods not supplied to Council	M	Quality and control of contracts.	Clerk to verify

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Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate.	Member to verify as part of financial records check quarterly
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations	Payroll Contractor to verify, ongoing
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check by Clerk
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	Clerk to do, Member to verify
	Cheque payable is excessive or to wrong party	M	Signatory initials Stub & Voucher	Members Approval check
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorise payment	Member verify
	Conditions agreed	L	Agree and document any reasonable conditions	RFO check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	M	All items in cash book listed	RFO verify
	Charged on sales	L	Consider annually, if applicant, not currently	RFO verify
	Charged on purchases	L	Consider all items per cash book lists	RFO verify
	Claimed within time limits	L	Agree returns submitted	RFO verify

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Reserves – General	Adequacy	L	Consider at Budget setting	RFO opinion. 3 year plan
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers as part of end of year work	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance as part of annual renewal	Diary
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	RFO/member view.
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
	Loss of Business Continuity	H	Procedures to be written of all Council processes	RFO to put in place Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	L	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Diary
Event Management	Risk to individuals or	L	Insurances, risk assessments, adequate training and licences	RFO/member view

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	property		to be in place when an event is held.	
Reputation Risk to the Council	Accusation made against the Council	L	Training, Communications protocol, adequate insurance to cover a Councillor's rights	Clerk/Member view
Land Management	Loss of Parish owned land	M	Registration, evidence	Clerk/Member view
Website and Technology	Cyber attack	M	Website hosting company contract in place to cover the needs of avoiding such an issue, computer security, password set up for online banking and document security, procedure, annual risk assessment	Diary

Reviewed and adopted on: 17 March 2020

Note: Risk assessment must be reviewed and adopted by council annually during the financial year and before 31 March.

To be displayed on the Wereham Parish Council website.