



WORTH PARISH COUNCIL

Risk Management Plan

2022/2023

This document has been produced to enable the Parish Council to assess the risk of all of its functions, and to satisfy that it has taken adequate steps to minimise this risk. In conducting this exercise, the following process was followed. a) Identify the areas to be reviewed

- b) Identity what the risk might be, and whether this is High, Medium or Low risk (H, M or L)
- c) Evaluate the management and control of the risk and record all findings
- d) Review, assess and revise the above steps on an annual basis, usually at the Annual Meeting of the Council, unless otherwise stated.

Financial & Management

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of Precept	L	Sound budgeting process in place to support the annual precept. The budget is an agenda item in November Council meeting, where a report is considered that includes expenditure to date and projected expenditure. Using this information together with project aspirations and overheads assists setting the budget and precept for the following year. Once agreed, the RFO submits the precept request to Mid Sussex District Council.	Existing procedure adequate
		L	On receipt of precept monies (usually in May and September) this is reported to Council.	

Financial & Management (Cont)

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review / Assess / Revise
Financial records	Inadequate records	L	The Council has Financial Regulations which set out the requirements, based on the NALC model	Existing procedure adequate. Ensure Financial Regulations are reviewed regularly
	Financial Irregularities	L		
Bank & Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking. Cheques and internet banking payment authorisation require two signatories. Latest financial situation (income and expenditure against budget, reconciliation) reported to each Finance Committee and each Full Council meeting for formal acknowledgement. Salaries and associated costs are paid via BACS, with payment schedule authorised by two signatories. Access to online banking limited to RFO and Clerk Any banking error identified via reconciliation process	Existing procedure adequate. Ensure Financial Regulations are reviewed regularly Review authorised signatories at each Annual Meeting.
Investment	Loss of deposits due to failure of financial institution	M	Ensure that Council investments are reviewed annually to keep risk to a minimum. Investments are spread between more than one financial institution.	Review at Annual Meeting, or sooner in times of economic instability.
Financial Reporting	Information communication	L	Latest financial situation (income and expenditure against budget, reconciliation) reported to each GP&F Committee and/or each Full Council meeting for formal acknowledgement. This includes predicted expenditure to year end, provided each quarter.	Existing procedure adequate.
Direct costs	Goods supplied and not invoiced Incorrect invoicing	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate. Ensure Financial Regulations are reviewed regularly Review authorised signatories annually
		L	At each Finance Committee and each Full Council meeting the list of payments is authorised, payable by BACS	
		L	BACS payments are made via a two stage authorisation process by officers	
	Incorrect cheques	L	Any payment cheque requires two signatories and that the stub is initialled	

Financial & Management (Cont)

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Grants payable	Power to pay Authorisation of Council to pay	L	All grants requested to comply with Grants Policy, with requested documentation supplied. Such requests to be considered by the Finance Committee or Full Council dependent on the amount and compliance with Financial Regulations. Payments made via s137 power of expenditure to be Minuted and recorded accordingly	Existing procedure adequate. RFO to report s137 allowance at each Annual Meeting.
Grants/s106 monies received	Receipt of Grants or s106 monies	L	Applications for such monies and successful bids to be reported to Finance Committee or Full Council. Receipt to be noted via Financial & Reconciliation reports. Project(s) identified for expenditure monitored, and necessary reports back to donor completed in compliance with necessary deadlines - see Project Management below.	Existing procedure adequate
Best Value accountability	Contracts awarded incorrectly Overspend on contract	L M	The Council has Financial Regulations which set out the requirements, dependent on value of contract. Legislation under Public Contracts Act 2015 to be complied with, with appropriate publication if necessary. Ensure provision for late completion. See Project Management	Existing procedure adequate
Project Management	Overspend on contract Late completion and retention monies	M M	All contracts for goods and services to comply with Financial Regulations and the Public Contracts Act 2015. Expenditure and supply on such contracts to be monitored monthly to identify issues early. Any indication of potential overspend to be reported to Council at next meeting, and reasons identified and resolved Project progress to be monitored monthly to ensure achievement of defined milestones, issues identified and remedial actions agreed Retention clause included as in Best Value above activated if applicable. All to be reported to Council	Existing procedure adequate Project Planning and Monitoring procedure to be implemented.

Financial & Management (Cont)

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Council Officers	Fraud	L M L	Ensure references taken for Clerk and RFO to prior to confirmation of employment Ensure insurance Fidelity Guarantee fit for the purpose and requirements followed. Clerk and RFO to attend relevant training, to be provided with relevant reference books, to access assistance and legal advice	Existing contract of employment requires this Review at each renewal of insurance policy Ensure budget in place to allow for this.
VAT	Reclamation	L	The Council has Financial Regulations which set out the requirements VAT to be claimed on a quarterly basis. RFO to ensure that VAT is monitored on an ongoing basis.	Existing procedure adequate. Ensure Financial Regulations are reviewed regularly
Annual Return	Comply with deadlines	L L L	Clear instruction given by External Auditor. Return completed complying with latest edition of Governance & Accountability for Smaller Authorities in England. Internal audit carried out Internal Audit report and Annual Return accepted by resolution of Council, documentation signed and submitted to External Auditors to comply with deadline. Notice of Public Rights published in accordance with guidance.	Existing procedure adequate Review Internal Audit arrangements every five years Existing procedure adequate
Insurance	Fit for purpose Cost Compliance Fidelity Guarantee	M L L M	Asset Register is updated on the purchase or disposal of any asset. A review is undertaken prior to the renewal date of all insurance in place. Contract is considered and awarded as per Best Value above Employers and Public Liability are a statutory requirement Ensure insurance Fidelity Guarantee fit for the purpose and requirements followed as per Council Officers above	Existing procedure adequate Review provision and compliance at time of renewal

Financial & Management (Cont)

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage Injury to third party	M L	Office equipment monitored on an ongoing basis to identify damage. Inspection of play areas carried out by trained maintenance team weekly to identify damage, worn equipment and vandalism. Monitoring of street furniture (bins, streetlights) ongoing by maintenance team Land inspected annually. Tree surveys commissioned and work completed Land management plan in place. Appropriate Public Liability Insurance in place Records kept on all the above	Existing procedure adequate Vandalism reported to the police and insurance company Tree and Land management plan reviewed October 2021
Freedom of Information Act	Policy Provision Website	M M M	The Council has adopted the model publication scheme for Local Councils. All requests for information are dealt with promptly within the deadlines Updated website went online September 2018, supplier approved council supplier	Monitor and report impacts of requests made under the Freedom of Information Act. Website complies with Transparency Code

Record Keeping

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Council paper records	Loss through fire, theft and damage	L	Paper records include Minute Books, correspondence, personnel records, legal documents, such as leases, stored in Parish Office. Legal documents in fire resistant storage Some historical records archived off site. Insurance and fire risk assessment in place Insurance in place. Building alarmed with restricted access via programmed key fobs Low risk	Existing procedure adequate
Council electronic records	Loss through fire, corruption or cyber crime	M	Computer backups completed via off site server, including accounts and pay roll packages. Passwords locked in fire resistant safe. Virus protection in place, renewed annually. Email spam filters in place. IT support contracted out. Access to online banking limited to RFO and the Clerk. Unauthorised access to bank accounts covered by Bank.	IT contractor/provider in place

Adopted June 2017.
Reviewed May 2018.
Revised May 2019.
Reviewed Jan 2021
Revised May 2021
Revised May 2022