

# Stalisfield Parish Council

## Risk Assessment

### Reviewed at Parish Council Meeting 17 September 2020

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#### Introduction

The greatest risk facing Stalisfield Parish Council is not being able to deliver the services expected of the Council. The following key risks have been identified and internal controls put in place to ensure risk is minimised or where possible eliminated. This Risk Assessment has been prepared based on guidance in the 'Practitioners Guide'.

The Clerk to Stalisfield Parish Council has been appointed as the Responsible Finance Officer – Mrs Wendy Licence  
The Chairman supports the Clerk.  
Mrs C Webber has been appointed as the Internal Auditor 2019/20

Stalisfield Parish Council adopted the new Code of Conduct on 22 January 2018 and the Standing Orders 25 July 2018

This document will be formally reviewed annually or at any such time as a new risk is identified.

Signed: .....

Date: 17 September 2020

Mrs W Licence, Responsible Finance Officer

**Insurance**

| Identified Risk  | Internal Controls   | Internal Audit Assurance  | Risk Band |
|--|---|---|-----------|
| Protection of physical assets owned by the Parish Council – loss or damage   | <ul style="list-style-type: none"> <li>• An up to date register Schedule of items for which the PC has responsibility is maintained by RFO.</li> <li>• Regular maintenance arrangements of physical assets.</li> <li>• Property Damage Insurance – Hiscox Insurance Policy No: 1891376/29521994</li> </ul>  | <ul style="list-style-type: none"> <li>• Annual Review of Schedule of Items for which the PC has responsibility.</li> <li>• Annual Review of insurance policy cover</li> </ul>  | Medium    |
| Damage to third party property of individuals as a consequence of the council providing services/amenities to the public | <ul style="list-style-type: none"> <li>• Public Liability Insurance – Hiscox Insurance Policy No: 1891376/29521994</li> <li>• Risks discussed at Council meetings</li> </ul>  | <ul style="list-style-type: none"> <li>• Annual Review of Insurance Policy cover.</li> </ul>  | Medium    |
| Loss of cash through theft or dishonesty   | <ul style="list-style-type: none"> <li>• Fidelity Guarantee – Hiscox Insurance Policy No: 1891376/29521994</li> <li>• Officials Indemnity Insurance – Hiscox Insurance Policy No: 1891376/29521994</li> <li>• Follow internal procedures for raising and issuing cheques, issue of petty cash. RFO activities overseen by Councillors.</li> </ul> | <ul style="list-style-type: none"> <li>• Annual Review of Insurance Policy cover.</li> <li>• Cheques raised monthly by RFO, approved by all Councillors.</li> <li>• Issued cheques recorded in PC Minutes.</li> <li>• Cheques signed by two Councillors.</li> <li>• Bank Reconciliation prepared mid year and at end of year.</li> <li>• Ad-hoc analysis by RFO report back at PC meetings, checked/approved by Councillors.</li> </ul> | Low       |
|  |   |   |           |

**Finance**

| <b>Identified Risk</b>   | <b>Internal Controls</b>   | <b>Internal Audit Assurance</b>   | <b>Risk Band</b> |
|--|--|---|------------------|
| Finance Management Controls <ul style="list-style-type: none"><li>• Proper financial records in accordance with statutory requirements</li></ul> | <ul style="list-style-type: none"><li>• Budget Setting</li><li>• Mid Year and End of Year Accounts</li><li>• Bank Reconciliation, minimum 2 times per year.</li><li>• Check receipt of Precept payment by BACS from Swale Borough Council. Request bank statements at end April and end September each year.</li></ul> | <ul style="list-style-type: none"><li>• Formal monitoring and Evaluation of all finance activity every minimum 6 months by 2 councillors</li><li>• Review of Administrative Procedures and Systems every year or at change of RFO.</li><li>• Review of the Effectiveness of the system of Internal Audit every year</li><li>• Finance report by Clerk at Parish Council meetings.</li><li>• Finance activities recorded in minutes.</li></ul> | Medium           |
|  |  |   |                  |

| Identified Risk  | Internal Controls  | Internal Audit Assurance  | Risk Band |
|--|--|---|-----------|
| Ensuring all business activities are within legal powers applicable of Parish Councils.                        | <ul style="list-style-type: none"> <li>• Adoption of Code of Conduct</li> <li>• Adoption of Standing Orders.</li> </ul>  | <ul style="list-style-type: none"> <li>• Annual review of procedures</li> </ul>   | Low       |
| Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137. | <ul style="list-style-type: none"> <li>• Application of grants</li> <li>• Record of Grants received</li> <li>• Record of spend under Section 137 or Section 214</li> </ul> | <ul style="list-style-type: none"> <li>• Review of money spent from grants received, recorded in minutes.</li> <li>• Section 137 and Section 214 spends recorded in minutes.</li> </ul>   | Low       |
| Ensuring adequacy of the annual precept within sound budgeting arrangements                                    | <ul style="list-style-type: none"> <li>• Detailed analysis of historic and projected spends</li> <li>• Allow for contingency expenditure</li> </ul>                        | <ul style="list-style-type: none"> <li>• Monitoring and evaluation of spend against projected expenditure.</li> </ul>   | Medium    |
| Ensuring all requirements are met under Customs and Excise regulations – particularly VAT                      | <ul style="list-style-type: none"> <li>• Claim for VAT</li> </ul>  | <ul style="list-style-type: none"> <li>• Annual review of VAT claim.</li> </ul>   | Low       |
| Ensuring that all requirements are met under employment law and HMRC regulations                               | <ul style="list-style-type: none"> <li>• Payment of Tax by Clerk</li> </ul>  | <ul style="list-style-type: none"> <li>• Clerks Salary – NALC agreed rate.</li> <li>• Annual review of Clerks Salary in line with NALC rates.</li> <li>• Tax code notified by HMRC<br/>Payment checked and agreed by Chairman.</li> </ul> | Low       |

**Procedures**

| Identified Risk  | Internal Controls  | Internal Audit Assurance   | Risk Band |
|--|--|--|-----------|
| Professional Services <ul style="list-style-type: none"> <li>• Internal Audit</li> </ul> | <ul style="list-style-type: none"> <li>• Appointment of qualified accountant</li> </ul>  | <ul style="list-style-type: none"> <li>• Annual review of service provided.</li> <li>• Review appointment Internal Auditor every 3 years.</li> </ul> | Low       |
| Competent Clerk  | <ul style="list-style-type: none"> <li>• Appointment of staff to undertake administrative tasks on behalf of PC.</li> <li>• Provision of necessary staff training, support by Councillors. Attendance at KALC staff training events.</li> <li>• Budget for staff training</li> </ul> | <ul style="list-style-type: none"> <li>• Review of Clerk's activities by Councillors.</li> <li>• Annual performance review.</li> </ul>               | Low       |
| Register of members interests and gifts and hospitality                                  | <ul style="list-style-type: none"> <li>• Declarations of Interest and Hospitality Received books held.</li> <li>• Declarations of Interest and any hospitality received recorded in minutes</li> </ul>   | <ul style="list-style-type: none"> <li>• Annual review of records kept.</li> </ul>   | Low       |
| Proper, timely and accurate reporting of council business in the minutes                 | <ul style="list-style-type: none"> <li>• Minutes of meetings prepared by Clerk</li> <li>• Accuracy of minutes checked by Chairman and approved at monthly PC meetings.</li> <li>• Minutes properly numbered with a master copy kept in safekeeping.</li> </ul>                       | <ul style="list-style-type: none"> <li>• Annual review of internal controls in place and their documentation.</li> </ul>                             | Low       |