

## Semer Parish Council

Risk Assessment and Financial Management for the year 1 April 2023 to 31 March 2024

Topic	Risk Identified	Risk H/M/L	Management of Risk	Staff Action	Audit Action
Precept	Agreed at full Council meeting	M	Minute to show amount agreed	RFO to check	23-24
	Not submitted	L	Minute to show receipt by BDC	RFO to check	23-24
	Not paid by DC	L	Confirm receipt	RFO to check	Actioned
	Adequacy of precept	L	Budget process followed - formal budget not set until Council Tax base known	RFO/Council	24-25
	Monitoring of precept/budget	L	Quarterly receipt of budget to actual	RFO to action	23-24
CIL - income and expenditure	CIL receipts reported to full Council	L	Minute to show CIL received	N/A	23-24
	CIL expenditure approved	L	Minute to show expenditure incurred within parameters of legislation	N/A	23-24
	CIL monitoring statement	L	Minute to show review of balances held, retained and allocated funds.	N/A	23-24
Other Income	Cheque banking	L	Check to bank statements.	Annual review of controls	23-24
		L	Regular bank reconciliations.		23-24
	Bacs banking used by Debtors	L	Review of bank account details.	Clerk	23-24
	Bacs banking used for Precept	L	Review of bank account details.	Clerk	23-24
Salaries	Wrong salary/hours/rate paid	L	Check salary/check hours and rate	Signatory to verify	23-24
	Wrong deductions - NI & Income Tax	L	Check to PAYE Calculations	Signatory to verify	23-24
Direct Costs and expenses	Goods not supplied to Council	L	Follow up on orders	Approval check	23-24
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices & perform bank reconciliations on quarterly basis	Council to verify	23-24
	Payment procedures - cheque	M	Dual authorisation in place - currently only 2 signatories	Member/RFO	23-24
	Amount payable is excessive	L	Signatory will review invoice as per file	Approval check	23-24
	Amount payable is to wrong party	L	Signatory will review invoice as per file	Approval check	23-24
	Orders placed by the Council	L	Orders placed in accordance with Council's Financial Regulations	RFO/Council check	23-24
Election costs	Invoice at agreed rate	L	RFO check once invoice received.	RFO verify	Whenever
	Reserve fund	M	Consider reserve fund to cover costs of Parish Poll	Council	Annually

Topic	Risk Identified	Risk H/M/L	Management of Risk	Staff Action	Audit Action
VAT	VAT analysis	L	All items in cash book lists	RFO verify	23-24
	Charged on purchases	L	Consider all items per cash book lists	RFO verify	23-24
	Claimed within time limits	L	Agree returns submitted	RFO verify	23-24
Reserves	Adequacy	L	Consider at Budget setting. Council in process of a strategy to allocate high reserves for future projects.	RFO opinion.	23-24
	Reserves Policy	M	Council has no adopted Policy to allow formal discussion in accordance with Proper Practices. Known reserves to be ring-fenced /referenced.	Council	24-25
Assets	Loss, Damage etc	L	Annual inspection, update insurance and asset registers	RFO opinion.	23-24
	Maintenance - reduce value of assets or amenities	M	Annual maintenance inspection	Council to review	23-24
	Risk or damage to third party property or individuals	L	Review adequacy of Public Liability Insurance. Review cover for assets eg laptop	RFO to check Member/RFO	23-24 24-25
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Chair to review	24-25
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually	12 months
	Key Personnel	L	The position of Proper Officer / Clerk/ Responsible Financial Officer (RFO) is filled by one person	Council confirms annually	23-24 24-25
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance Cover	Council to review	23-24
Legal Powers	Illegal activity or payment	L	Council educated as to their legal powers All expenditure to refer to power used	Clerk to verify	23-24

Topic	Risk Identified	Risk H/M/L	Management of Risk	Staff Action	Audit Check

Financial Records	Inadequate records	L	Council has appointed a Qualified Clerk to manage the Council's financial affairs.	Council	23-24
	Loss of records	L	Office 365 used - 1TB if cloud storage.		23-24
		M	Current laptop licence is with a past employee	Clerk	23-24
	Postholder of RFO	L	Council has appointed a s151 Officer	Council	23-24
Council's Records	Access to records held on the Council owned computer	L	Access to computer is password protected	RFO /Chair	23-24
		L	Access to Office 365 is password protected. All records held in the Cloud.		
	Cyber security and risk of cyber attack	M	Council to ensure that all means of sharing information and communication other than by personal email is explore. <b>Council to consider use of .gov.uk email addresses for Councillor business</b>	<b>Guidance issued by Joint Panel on Accountability &amp; Governance</b>	24-25
Minutes	Accurate and legal	L	Review at next scheduled meeting All pages signed and paginated.	Members Clerk	23-24
Members Interest	Pecuniary Interests	L	Declaration of interests to be minuted and any conflict addressed as appropriate. Reminder to review at Annual Council Meeting.	Member	23-24
					24-25
Personal Data	GDPR Regulations - compliance with regulations for the processing of personal data held by the Parish Council	M	Council needs to have in place procedures for the analysis of personal data held; including the lawful basis of processing and documenting such data. Policies to be implemented: data and information security; data and electronic information retention; subject access policy and procedure.	Clerk	24-25
<b>Topic</b>	<b>Risk Identified</b>	<b>H/M/L</b>	<b>Management of Risk</b>	<b>Staff Action</b>	<b>Audit Check</b>
Website	Website Security Certificate	M	Security certificate to be added to the website by Council's website hosters	One suffolk	24-25
	Digital accessibility of websites.	L	Website hosters have confirmed their templates	One suffolk	23-24

			conform to accessibility standards.		
	Standards for web content	M	Alternative text added to images	Clerk	Ongoing
	Accessibility of website	M	Link descriptions added to links	Clerk	24-25
	Accessibility of web content	M	Accessibility statement on website	Clerk	Ongoing
			All relevant documents post 2021 are checked for conformity to accessibility standards		

*Initially reviewed by Clerk/RFO for annual insurance review - 24.08.23*

***Those highlighted in yellow are risks that are still to be evaluated / action.***

**At the meeting of 28 March 2024, Agenda Item 7ii**

**Council resolved and agreed that, having reviewed the above risk management procedures, Council confirmed that they are in practice and that whilst those risks highlighted are subject to further action, there are no regulatory or contractual issues that may impact on the Council for which a further risk assessment might be required.**