

Gosford and Water Eaton Parish Council - Financial and Management Risk Assessment

This document has been produced to enable Gosford and Water Eaton Parish Council to assess the financial and management risks that it faces and to satisfy itself that it has taken adequate steps to minimise them.

Risk No.	Subject	Risk(s) Identified (Description)	Risk Assessment	Mitigation / Control of Risk	Review / Assess / Revise
MPC001	Precept	Adequacy of precept requirements.	Low	The budget is monitored on a quarterly basis by the Responsible Finance Officer (RFO).	Annually by Full Council
MPC002		Ensure there are adequate funds for the forthcoming year.	Low	The RFO submits the draft precept figure to council annually in December. Cherwell DC in January.	Annually
MPC003		Accuracy of precept submitted to GWEPC	Low	The precept will be for a fixed sum of money and will only be finally determined by the full Council when all relevant facts are known to the Council.	By resolution of the Full Council
MPC004	Financial Records	Inadequate records.	Low	The Council has Financial Regulations that set out the requirements.	Existing procedure is adequate
MPC005		Financial irregularities.	Low	The Council has Financial Regulations that set out the requirements.	Review Financial Regulations annually.
MPC006	Bank & Banking	Inadequate Checks.	Low	The Council has Financial Regulations that set out the requirements for banking, cheques and the reconciliation of accounts in a simple framework.	Existing procedures are adequate.
MPC007		Bank errors	Low	If the Bank does make an error when processing cheques and cash these are found when the bank accounts are reconciled on a quarterly basis, any error is immediately reported to the bank and corrected by them.	Review Financial Regulations annually and the bank signatory list when necessary, especially after the AGM and an election.

MPC008		Loss.	Low	Losses would result from a bank error and these would be immediately reported to the bank. Possible losses from unauthorised access to the Council bank accounts are minimal as security devices used to access the accounts to which only the Parish Clerk has access.	RFO Monitor Bank Statements monthly .
MPC009	Cash	Loss through theft or dishonesty	Low	Cheques are banked within 5 working days. No cash policy. Insurance cover is provided for infidelity.	Existing procedures are adequate. Review the Financial Regulations annually.
MPC010	Reporting & Auditing	Information and communication	Low	The accounts are open to public examination each year as required by the Accounting and Audit Regulations.	Existing communication procedures adequate.
MPC011		Compliance	Low	The Annual Report is published on the Council's web-site. Auditing takes place on an annual basis.	The Council appoints an Internal Auditor each year to scrutinise the accounts. Further reassurance is provided by External Auditors if requested by the public.

MPC012	Direct Costs. Overhead Expenses. Debts.	Incorrect invoicing.	Low	Prior to each meeting the invoices are checked by the RFO/Clerk. An Accounts Schedule and copies of invoices is circulated to Councillors prior to the meeting and prior to payments being made, any Councillor can query an invoice with the Clerk. If satisfactory, the schedule is approved at the Council meeting.	Existing procedure adequate. Review the Financial Regulations annually.
MPC013		Cheques Bank transfer	Low	Authorised by the Clerk and two councillors on council's signature bank mandate. Bank transfer authorised by clerk and two councillors electronic signature bank mandate – councillors make payments with invoices in front of them to confirm bank details.	
MPC014	Grants – Receivable	Receipt of Grants/commuted sums.	Low	One off grants or commuted sums come with terms and conditions .as agreed by council.	Existing procedure adequate.

MPC015	Best Value / Accountability	Work awarded incorrectly.	Low	The Council has financial regulations that set out the requirements for the awarding of contracts. All contract awards are made by full council.	Existing procedure adequate.
MPC016		Overspend on services.	Low	The Council has financial regulations that set out the requirements for the awarding of contracts. All contract awards are made by full council.	Existing procedure adequate.
MPC017	Salaries and Associated Costs	Salary	Low	The Council authorises the appointment of all employees. Salary rates are based on the National Joint Council (NJC) for Local Government Services Pay Scales. Administered by RFO.	Existing appointment system adequate
MPC018		Salary	Low	RFO raises figures, checked and paid by councillors	Existing procedure adequate.

MPC019	Employees	Loss of key personnel.	Low	The Parish Council can appoint a temporary Clerk to provide resilience in the event of the loss of the parish Clerk.	To be evaluated and progressed.
MPC020		Fraud by staff.	Low	Financial risks are low as only minimal amounts of cash are held.	Existing procedure adequate
MPC021		Actions undertaken by staff.	Low	Parish Council staff are provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate.
MPC022		Health and safety.	Low	All employees are provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training.	Health and Safety policy and guidelines will be reviewed annually. Appropriate training will be given where necessary.

MPC023	Election Costs	Risk to budget from an unforeseen election cost.	Low	The risk is higher in an election year. The Parish Clerk obtains an estimate of costs from the District Council for a full election and an uncontested election. There are no measures that can be adopted to minimise the risk of having a contested election as this is a democratic process.	The Parish Council to ensures that sufficient budget allocation to cover by-election costs.
MPC024	VAT.	Reclaiming / charging	Low	VAT is reclaimed on an annual basis from HMRC and repaid by BACS. RFO handles reclaim.	Existing procedure adequate

MPC025	Annual Returns	Submit within time limits	Low	The Financial Annual Return is completed by the Internal Auditor and the Parish Clerk, approved by the Council and submitted to the External Auditor if required within the prescribed time limit.	Existing procedure adequate
MPC026	Legal Powers	Illegal activity or payments.	Low	All activity and payments within the powers of the Council are resolved and minuted at meetings. Guidance and advice is provided to the meeting by the RFO.	Existing procedure adequate
MPC027	Agendas / Minutes / Notices / Statutory Documents	Accuracy and legality of Agendas/ Minutes /Notices/Statutory Documents.	Low	Agendas and minutes are produced in the prescribed method by the Parish Clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following Council meeting.	Existing procedure adequate - guidance / training given to Chairman where required.
MPC028		Business Conduct	Low	Business conducted at Council meetings is managed by the Chairman.	Members adhere to the Council Code of Conduct contained within the Standing Orders.

MPC029	Members Interests	Conflict of Interest	Low	Members declare pecuniary interests at the meeting when the item "Declarations" is reached and when an item is discussed and it becomes apparent they have an interest.	Existing procedure adequate.
MPC030		Register of Member Interests	Low	The Register of Members Interest is updated by Councillors when their circumstances change and is reviewed annually. All Registers are published on the Parish Council website.	Councillors to take responsibility to update their entry in the Register.
MPC031	Insurance	Adequacy	Low	An annual review is undertaken prior to the renewal date of all insurance arrangements in place.	Existing procedure adequate. Review insurance provision annually.
MPC032		Cost	Low		
MPC033		Compliance	Low	A three-year agreement for public liability insurance is normally agreed to ensure best value for money.	
MPC034		Fidelity Guarantee	Low		
MPC035	Data Protection	Policy Provision	Low	Registered with the Information Commissioner.	Check to see if registration is required for Parish Councils?
MPC035	Freedom of Information Act	Policy Provision	Low	The Parish Council conforms with the Freedom of Information Act and responds to individual requests in accordance with it. The Parish Council has adopted the model publication scheme and this is posted on the Parish Council web-site and is available free of charge to all members of the public.	Existing procedure adequate.
MPC036	Assets	Loss or damage Risk/damage to third party(parties)/property	Low	An annual review of assets is undertaken for insurance purposes.	Existing procedure adequate.
MPC037	Maintenance	Poor performance of assets or amenities.	Low	All assets owned by the Parish Council are regularly reviewed and maintained.	Existing procedure adequate.
MPC038		Loss of income or performance. Risk to third parties.	Low	All repairs and relevant expenditure are actioned/authorised in accordance with the correct procedures of the Council. All assets are insured and reviewed annually. All public amenity land and play grounds are	Existing procedure adequate.

inspected regularly by Playground supplies – external provider – bi monthly.

MPC039	Street Furniture	Risk/damage/injury to third parties.	Low	The Parish Council owns benches, waste, grit and dog waste bins. Everything is covered by the Parish Council's insurance policy. Regular visual inspections take place by councillors. Faults are reported to the Clerk and repairs/replacement undertaken as necessary.	Existing procedure adequate.
MPC040	Parish Council Records paper	Loss through fire, theft or damage		The Parish Council backs all records up on Citrix server held by a 3 rd party. Minutes are held in the library.	Existing procedure adequate

MPC041	Parish Council Records electronic	Loss through fire, theft, damage, computer failure, hacking, virus infiltration.	Low	A large amount of data including accounts and cemetery records are stored on the office computer system. A back up regime is in place: Anti-virus software is installed and the system updated as required.	Existing procedure adequate.
MPC042	Highway Trees	Public Safety should a tree become unsafe	Low	Request annual tree inspection by Cherwell DC tree warden	Existing procedure adequate

MPC045	Roadways	Pavements, roads, fences, Overhanging trees	Medium	Cherwell DC and Oxfordshire CC Highways department is responsible for maintaining pavements and roads. Dangerous overhanging trees from private property Responsibility of the land owner as with fences.	Parish Council to report problems to CDC and OCC.
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