

CAYTHORPE AND FRIESTON PARISH COUNCIL - RISK ASSESSMENT

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of a CFPC"

| FINANCIAL AND MANAGMENT | | | | |
|--|--|-------------------------|---|---|
| Subject | Risk(s) Identified | High/ Medium/ Low | Management/Control of Risk | Review/Assessment/ Revision |
| Abbreviations used in this document: SKDC - South Kesteven District Council CFPC - Caythorpe and Frieston Parish Council SLCC - Society of Local Council Clerks | | | | |
| Business Continuity | Risk of the CFPC not being able to continue its business due to an unexpected or tragic occurrence. | L | | Existing procedures are adequate. |
| Precept | <ol style="list-style-type: none"> 1. Adequacy of precept. 2. Requirements not submitted to SKDC. 3. Amount not being received by SKDC. | L L L | <p>To determine the precept amount required, the CFPC regularly receives a financial forecast (including a projected end of year position) and budget update information produced by the Clerk and the Finance Committee Chair after which the precept is set at a full meeting of the CFPC. Before deciding upon the precept bid the Finance Committee estimates the funds required for standing costs and projects for the following year and applies specific figures to budget headings . The total is resolved to be the amount of precept to be requested from the SKDC. This figure is submitted by the Clerk to the SKDC in writing using the precept request form.</p> <p>The Clerk informs the CFPC when the monies have been received (in two tranches at approximately end of April/October each year).</p> | Existing procedures are adequate. |
| Financial Records | <ol style="list-style-type: none"> 1. Inadequate records. 2. Financial irregularities. | L L | The CFPC has Financial Regulations which detail the proper management of its business. These financial regulations are backed up by a set of account books and procedures which are Audited annually-by an independent internal auditor. | Existing procedures are adequate. Review the Financial Regulations when necessary. |

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| Bank and banking | <ol style="list-style-type: none"> 1. Inadequate checks. 2. Banking mistakes. 3. Loss. 4. Charges. | <p>L</p> <p>L</p> <p>L</p> <p>L</p> | The CFPC has Financial Regulations which set out the requirements for banking, cheque signature and reconciliation of accounts which are audited by an independent auditor. The CFPC accounts are reconciled following a check of the monthly statement of accounts via the internet. Corrections are dealt with immediately. The accounts are also subject to an external audit once per year. | Existing procedures are adequate. Financial Regulations are reviewed occasionally. All cheques/BACS payments are signed by at least two Cllrs. The accounts are monitored at least once per week by Clerk. |
| Cash | None (the CFPC does not have a petty cash account). | N/A | N/A | N/A |
| Reporting and Auditing | <ol style="list-style-type: none"> 1. Information communication. 2. Compliance. | <p>L</p> <p>L</p> | A statement of accounts and balance sheet is produced at each CFPC meeting.- Payments are posted on the bank by the clerk and then authorised by 2 councillors, copies of the invoices paid are emailed immediately to the authorisees and full documents of payments are produced for the following meeting. Unusual or one off payments are resolved at a previous meeting. | The duties and responsibilities of the RFO are covered by the Parish Clerk in conjunction with the Chairman of the Finance Committee. |
| Direct costs, overhead expenses and debts | <ol style="list-style-type: none"> 1. Goods supplied but not invoiced. 2. Incorrect invoicing. 3. Cheque payable incorrect. 4. Loss of stock. 5. Unpaid invoices. | <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> | The CFPC's Financial Regulations set out requirements for the day-to-day management of the accounts. The CFPC has only minimal stock of envelopes and stamps . The CFPC send out minimal requests for payment, for interments at the burial ground and allotment rent. the clerk monitors this and sends out reminders where necessary. All work done for the CFPC is paid for either by stage payments or when work is complete. | A review of the method of accounts management should be conducted by the RFO annually. |

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| Grants and support payable | 1. Power to pay. 2. Authorisation. | L L | Payments are posted on the bank by the clerk and then authorised by 2 councillors, copies of the invoices paid are emailed immediately to the authorisees and full documents of payments are produced for the following meeting, approved by the council, signed by the chair and minuted as such. | Existing procedures are adequate. |
| Grants received | Receipt of Grants | L | The CFPC only receives only one grant from SKDC each year. Generally, the only other income received is from the burial ground and News and Views for advertising of which the latter off-sets the cost of printing this monthly publication Other grants can be applied for on an as and when basis | Existing procedures are adequate. |
| Charges - rents etc | None (the CFPC does not have an income from rents). | N/A | N/A | N/A |
| Best value accountability | 1. Works awarded correctly. 2. Overspend on services received/contracts. | L M | More than one quotation (usually three) is sought for any contract over £500.00. The contract for burial ground is normally ongoing and is subject to an annual review by the full CFPC. Overspend on contracts is not permitted. Some contractors are paid by stage payments. The Clerk has a limit of discretion to make payments (under £500.00) without first getting CFPC consent but has to justify these payments at a later meeting of the CFPC. | Existing procedures are adequate. Copies of insurance documents are sought at the start of each contract. Procedures are reviewed occasionally. |
| Salaries and associated costs | 1. Salary paid incorrectly. 2. NI & PAYE | L L | Check on salary payments made annually by RFO and internal auditor. The Clerk's and the Community Cleaner are subject to NI and PAYE (if applicable). The Clerk does not keep a record of hours. There is a record of community cleaner hours kept. the council offers a pension however there are no staff meeting qualyfyng earnings threshold | Existing procedures are adequate. Paper and electronic records are held. |

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| Employees | 1. Loss of key personnel. 2. Fraud by staff. 3. Actions undertaken by staff. 4. Health and safety. | M | The only key personnel is the Clerk. As electronic files are backed up to the cloud, it is estimated that the sudden loss of the Clerk would be covered with only minimal disruption. The Clerk has had some training and is not a member of the SLCC. Community cleaner is employed and provided with contract including H&S advice and PPE. | Existing procedures are adequate although Clerk should be a member of the SLCC. Clerks work subject to annual assessment. |
| Allowances for Parish Councillors | N/A | N/A | N/A | N/A |
| Election costs | Risk of election costs | L | An amount is included in annual estimates for the possibility of a local election. | Existing procedures are adequate. |
| VAT | Reclaiming/charging | L | Procedures are set out in CFPC financial Regulations | Existing procedures are adequate. |
| Annual Returns/Internal Auditor | Submit within time limits | L | Annual Audit Return is completed jointly and signed by the Clerk, Internal Auditor and Chairman of the CFPC. It is then submitted to the External Auditor within the proper time limit. | Existing procedures are adequate. |
| Legal powers | Illegal activity and payments | L | All activity and payments made by the CFPC are resolved and minuted at full CFPC meetings. | |
| Minutes/Agendas/ Notices & Statutory Documents | Accuracy and legality Business conduct | L L | Minutes and agendas are produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved and signed at the next CFPC meeting. Minutes and agendas are displayed according to the legal requirements. All business is conducted through the Chair. | Existing procedures are adequate. Councillors have attended training in meeting protocols. Members adhere to the Code of Conduct. |
| Members Interests | Conflict of Interest Register of Interests | L M | Member declare interests on taking office and at appropriate place in meetings. A register of member's interests logged with SKDC immediately upon taking office. | Existing procedures are adequate. Members are responsible for adhering to Code of Conduct |

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| Insurance | 1. Adequacy. 2. Cost. 3. Compliance. 4. Fidelity Guarantee. | L L L M | An annual review is undertaken before the time of the policy renewal of all insurance arrangements in place. | Existing procedures are adequate. Review insurance provision annually. Review of compliance. |
| Data Protection | 1. Policy. 2. Provision | L L | The CFPC is registered with the Information Commissioners Office (ICO. One Drive is activated on the CFPC laptop and the Microsoft Account is subscribed annually) | Annual Subscription is paid to ICO by Direct Debit |
| Freedom of Information Act | 1. Policy. 2. Provision. | L L | The CFPC has published its FOI policy on its website (https://caythorpe.pariah.lincolnshire.gov.uk/). There has been no requests to date. The Clerk is aware that if a request entails hours of work; this work must be billed for accordingly. | Monitor and report to CFPC any requests for information under the Act. |
| PHYSICAL EQUIPMENT OR AREAS | | | | |
| Assets | Loss or damage and risk/damage to third parties or property | L | relevant excerpts from the Asset Register are sent for checking (additions/deletions) to the Playing Field Committee, Village Hall Committee and Social Club (before the time of the premium renewal) for insurance provision/storage and maintenance. | Existing procedures are adequate. |
| Maintenance | 1. Poor performance of assets or amenities. 2. Loss of income or performance . 3. Risk to third parties. | L L L | All assets owned by the CFPC are regularly reviewed and maintained. All repairs to and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the CFPC. All assets are insured and reviewed annually. All public amenity land is inspected regularly by Parish Management Committees (VH Cttee/PF Cttee). | Existing procedures are adequate. |

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| Notice Boards | 1. Risk/damage/injury to third parties. 2. Road side safety. | L L | The CFPC has three notice boards situated around the village. All locations have been approved by the CFPC and relevant parties. The boards are inspected regularly by the Clerk. Any repairs/maintenance requirements are brought to the attention of the CFPC for action. Keys to main notice board (outside school) are held by the Clerk. | Existing procedures are adequate. |
| Street Furniture | 1. Risk/damage/injury to third parties. 2. Road side safety. | L L | The CFPC is responsible for nine seats (Church Green/Burial Grounds and Gorse Hill Lane, Waterloo Rd) in the village and all are covered by insurance. No formal programme of inspection is carried out. All reports of damage/faults are reported to the Clerk. There are two sets of entry gates to the village (Gorse Hill and Hough Rd) | Existing procedures are adequate. |
| Meeting Location | 1. Adequacy. 2. Health and Safety. | L L | CFPC meetings are generally held in the Village Hall. The premises and facilities are considered to be adequate and safe. | Existing procedures are adequate. |
| CFPC Records - Paper | Loss through: 1. Theft. 2. Damage. 3. Fire. | L L L | The Parish Records are stored partially at the home of the Clerk and partially in the Village Hall in a filing cabinet (not fire proof). A copy of all electronic files are kept on One Drive Cloud Storage. Deeds to Village Hall and Playing Field are held with local solicitors (Chattertons) | Damage (apart from fire and theft) is not considered likely so provision is adequate. Copies of VH and PF leases held by Clerk and VH & PF Management Committees |
| CFPC Records - Electronic | Loss through: 1. Theft. 2. Damage. 3. Fire. 4. Computer malfunction. | L L L L | See row 34 above. All data is stored on ONE DRIVE | |