

This risk assessment is reviewed twice per year. Risks identified are at the point of review and not based on any future mitigation which may be forthcoming.

RFO Zoe Morham Chair Signed copy held in the office.
 Clerk CC Minute TC 5.07



Hazard / Topic	Risk identified	Impact	Frequency or Likelihood	Level of Risk	Management of risk / Additional Controls
Assets	Incorrect Asset Register	1	1	1	Purchases and disposals reviewed as part of year end process. Annual physical check of assets with photos
Cash Handling	Theft of cash and threat to personal safety	1	1	1	Cash not obvious and kept to a minimum. Banking time varied. Two staff to transport cash. Encourage electronic payments. Post incident support available via insurance company Petty Cash tin kept locked and in a secure locked cabinet
	Theft of cash from bank accounts	1	1	1	Bank reconciliations to be completed at month end and chair to sign quarterly Town Clerk or Chair of Council and RFO to countersign every bank reconciliation Bank Reconciliations to be presented to Policy and Resources or Council quarterly Independent checks by internal auditor. Level of Fidelity Guarantee reviewed annually.
Councillors	Councillor Allowance overpaid	1	1	1	n/a at the moment as no allowances provided. Held as a line entry in the event that this changes. Mitigation will be to check against claim form and minute reference for level of allowance.
	Income tax deduction	1	1	1	n/a as above. Mitigation is to check PAYE records to list.
	Conflict of Interest	2	1	2	Training on code of conduct including refresher training. Regular update of register of interests
Elections	Invoice at agreed rate	1	1	1	RFO check and consider budget
	Unexpected by-elections	2	1	2	Adequate budgetary provision. Manage councillor training and expectations.
Grants and support	Power to pay	1	1	1	Confirm General Power of Competence or minute power

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	Agreement of council to pay	1	1	1	In line with grant policy. Checked by Internal Auditor.
	Conditions agreed	1	1	1	Use reasonable conditions
Judicial Review	Legal challenge on a decision	3	1	3	Ensure processes and legal requirements are properly followed. Training for councillors on roles and responsibilities.
Minutes	Accurate and legal	1	1	1	Qualified clerk. Minutes adopted at following meeting.
Precept	Not submitted	3	1	3	Full Council minute - RFO follow up with principal authority
	Not paid by principal authority	3	1	3	Check and report to Council
	Adequacy of precept	2	1	2	Quarterly review by RFO and councillors - budget to actual. Major variances identified and reported. Internal Audit Review
	Credit to wrong bank account	3	1	3	Account details to be double checked prior to submission
Purchase Ledger	Goods not supplied	1	1	1	Purchase order system, to be integrated within the accounts package in May 2023
	Invoice incorrectly calculated	1	1	1	Check arithmetic and against purchase order
	BACS payment incorrect	1	1	1	Checked at point of entering onto the bank, checked and signed off by 2 councillors
	BACS to wrong payee	1	1	1	Bank does digital check, payments checked at point of entry and by 2 councillors when authorising
	Payments not made or late	2	2	4	Provide sufficient time for councillors to authorise. Ensure all authorising councillors have login details.
	Payment Duplicated	1	1	1	Manual check by RFO and 2 authorising councillors. Will be further mitigated with integrated purchase ledger in May 2023
Reserves	Adequacy	1	1	1	Consider at budget setting time. Monitor throughout the year. Agreement to overspend a cost centre to be a Full Council decision.
	Earmarked or contingent liability	1	1	1	Consider at budget setting time.
Sales Ledger	Not sending invoices	1	1	1	RFO to monitor at weekly staff meetings. Sales Ledger module to be implemented within accounting system in May for greater resilience
	Wrong charge	1	1	1	RFO or TC to check against minutes prior to issue
	Allotments	1	1	1	Reconcile to register
Staff	Fictitious staff	1	1	1	Staff records held by Town Clerk. Reviewed by RFO
	Payroll	1	1	1	Signed off by RFO and Town Clerk. Hours checked by Town Clerk
	Incorrect Hours or expenses	1	1	1	Timesheets and expense sheets completed by all staff and signed off by Town Clerk or RFO

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	Non payment of staff	1	1	1	Payments entered electronically by RFO/TC and authorised by Councillors.
	Wrong deductions	1	1	1	Check against contract. Payroll company provide added check.
	Loss of key personnel (Clerk / RFO)	3	2	6	Regular meetings / appraisals. Engage professional external Human Resources Advisor
VAT	Irrecoverable	2	1	2	VAT analysis carried out
	Charged on sales	1	2	2	Consider annually
	Charged on purchases	1	1	1	Check arithmetic
	Exemption properly applied	3	1	3	Consider annually - complex issue and on larger projects external advice should be sought.
	Claimed within time limits	3	1	3	Returns to be submitted quarterly.