



Shenley Church End Parish Council

Financial Risk Assessment

Adopted: 11 February 2013
Reviewed: 10 March 2014
Reviewed: 9 March 2015 (updated)
Reviewed: 14 March 2016 (updated)

Area	Risk	Likelihood (H/M/L)	Impact (H/M/L)	Control
Assets	Protection of physical assets	M	M	Property secured/locked where possible. Property insured, value increased annually by RPI CCTV cameras installed at Medbourne Pavilion
Finance	Banking	L	H	No petty cash held. Facility users making cash payments are provided with a receipt and the cash is stored in a safe or locked cash tin. All cash receipts are banked a minimum of once monthly, The cash is counted by a minimum of 2 people and cash sheets signed
	Loss of monies through theft/dishonesty	L	H	Clerk designated RFO. Authorised signatory for bank account for bank contact and debit card use only. Cheques and bank transfers checked and signed by 2 Councillors Receipts issued for cash payments and cash counted by a minimum of 2 individuals
	Financial controls and records not adequate	L	H	Bank accounts reconciled monthly. List of payments and bank balances supplied to all Councillors monthly. Internal and external audit undertaken. Financial expenditure agreed at monthly meetings and noted in minutes. All controls in accordance with Financial Regulations
	Payment of Invoices	L	L	Paid as soon after receipt as monthly PC meeting cycle allows. 2 signatories required, cheque stub or bank transfer sheet and invoice initialed. Provision of order numbers to assist with monitoring of payments made and due for stricter budgetary controls
	Budgeting controls	L	H	Budget added to agenda during Q3. Budget recommendations prepared by Clerk and final budget agreed by full Council in January each year. Precept request completed within timescales. Monthly tracking of spend against budget monitored by RFO
	Employee salary process	L	H	Salaries reviewed annually in conjunction with appraisal process and salary scales set down using NALC/SLCC recommendations. Clerk calculates staff net pay, pension tax & NI and presents transfer sheet for signature. Independently audited annually. Clerk responsible for Inland Revenue payment on a monthly basis.
	Employee expenses process	L	H	Clerk authorises staff expenses, Chairman authorises Clerk expenses. Councillor expenses to be authorised by Clerk and Chair/Vice Chair. All expenses itemised and receipts required
	Contracts Allocation	L	L	Contracts reviewed as required. Where agreed necessary, 3 quotes will be sought and if needed, advertising will be on the website and in noticeboards

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Liability	Risk to third party, property or individuals	L	H	Insurance cover reviewed annually and additional items included as necessary. Warden to regularly check Parish owned open spaces such as play areas and allotments and complete a risk assessment reporting any areas of concern
	Legal liability for allotments	L	H	Warden identifies any H&S issues. Tenancy agreement obliges plot holders to work within guidelines. Warden to keep record of visits/safety checks on relevant spreadsheet
	Legal liability for play areas	L	M	Ownership of all play areas confirmed. MKC or TPT are responsible for all adopted play areas in respect of maintenance and H&S. Non adopted areas remain the responsibility of the developers until adoption
	Legal liability for Reading Garden	L	H	Area fenced but access and visibility good. Regular inspection by Warden and visits/safety checks recorded on relevant spreadsheet. Area to be maintained by the Parish Council
	Legal liability for Parish owned trees	L	H	Tree survey commissioned and plan of works to be drawn up Regular maintenance schedule to be put in place
Employer Liability	Compliance with employment law	L	M	Clerk will be a member of SLCC with access to advice. Access to MKC legal advice. HR Company employed to ensure all contracts are up to date and to provide employment advice to Council
	Compliance with Inland revenue regulations	L	M	Internal & External audit. Advice available from Inland Revenue
	Health & Safety of employees	L	M	Staff based at the Parish Office. Regular fire alarm checks carried out by Councillors. 2 panic alarms available appointments logged in shared calendars Staff based at Medbourne Pavilion. Regular fire alarm checks carried out by Councillors. Panic alarm located in office, mobile phone provided, appointments logged in shared calendar Personal safety alarm provided for when outside of the building
	Lone worker risk of assault	L	H	All staff to walk away from conflict and consider own safety paramount. Mobile phones are provided. Whereabouts to be recorded in daily diary and lone worker policy to be adhered to. Tracking app on all mobile phones used by staff. Personal safety alarms provided
	Lone worker working with children	L	H	Warden to ensure all discussions with children are in a public area or with other adults within the locality Pavilion Manager to be DBS checked and to ensure that discussions with children are in the presence of another individual All other staff and volunteers to ensure all discussions with children to be in a public area or with other adults within the locality

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	Succession Plans for staff	M	M	Administrator employed to cover in the short term for Clerk absence. For long term absence locum clerk will be appointed Warden role no short term impact. Longer term absence assistance from surrounding Parishes will be sought where needed Medbourne Manager, Parish Clerk and Administrator to cover in short term. Long term absence temporary cover would be considered
Legal Liability	Decisions taken by the PC are within legal powers	L	M	Clerk to clarify legal position where necessary
	Proper and timely recording of the minutes	L	L	Council meets monthly. Draft minutes received in the interim period and published on website
	Proper document control	L	L	All documents filed appropriately in locked cabinets. Computer under password control. Data backed up via server
	Data Protection Act adherence	L	M	Registered under DPA. Minimal personal data held. Destruction policy adhered to
Councillor Propriety	Councillor interests and gifts of hospitality	L	L	Register of interest forms completed. Interests declared where necessary at each meeting. All Councillors required to attend Code of Conduct training when available

Signed

Signed

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Stuart Nightingale
Chairman

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Jane Munn
Parish Clerk & RFO

Date.....

Date