

WITHYHAM PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2023

Responsibility: Finance Committee/Full Council
Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
February 2023	February 2024

Area	Risk	Level	Control <i>(and agreed improvements)</i>	Revised Level
Assets	Protection of physical assets	M	Assets listed and insured (cover of £625,033). Insurance provision tallies (BHIB) and asset register to be reviewed May 2023 as part of annual cycle.	L
	Legal liability resulting from ownership of assets	M	Legal expenses for any claim from public as a result of losses/damage arising from Council's property covered by insurance policy.	L
	Security of buildings, equipment etc	M	Alarm on Parish Offices. Contents insured (see above). Tools and other equipment kept in locked storage with alarm. Container also padlocked.	L
	Maintenance of buildings etc	M	Parish Office lease commenced 1 April 2013. Planned programme of electrical and fire equipment completed 2020 and works undertaken to address damp completed 2019. Phoenix House/Post Office purchased June 2021. Post office refurb undertaken October 2021 and Phoenix House refurb in 2022.	M
Finance	Banking	M	HSBC, Lloyds and Nationwide provide secure online facilities. Invoices are checked by Clerk and Assistant Clerk when making payments	L
	Loss of cash through theft or dishonesty/ fraudulent issue of cheques	M	Fidelity Guarantee currently set at £500,000 (confirmed sufficient). Regular review of internal office procedures by internal auditor.	L

	Financial controls and records	M	Monthly reconciliation carried out by Clerk and countersigned by Chair of Finance Committee. Two councillor signatories on cheques and both Clerks involved in releasing payments for online banking following 2 councillors checking the invoices. Internal and external audits undertaken.	L
	Comply with VAT Regulations	M	VAT payments and claims calculated by Clerk. Internal and external auditor provide double check. Six monthly process in place.	L
	Sound budgeting to underlie annual precept	M	Finance Committee and Council receive detailed budgets and Precept derived directly from this. Expenditure against budget reported to Finance Cttee meetings and Council meetings.	L
	Complying with borrowing restrictions	L	PWLB loan obtained for Phoenix House/Post office and Groombridge Playground. A borrowing policy has been agreed (Investment & Borrowing policy).	L
Liability	Risk to third party, property or individuals	M	Insurance in place. Any contractor to hold at least £5M Public Liability Insurance. Trees investigated when damage reported and professional tree action survey to be undertaken every 18 months as per tree policy. Risk assessments undertaken for Council initiatives and activities.	L
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Regular checks of playgrounds and youth shelter, written records kept. Annual play ground checks by external body.	L
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies giving advice. All employees have a contract of employment.	L
	Comply with HMRC requirements	M	Quarterly returns to HMRC, as advised by Payroll Service provider. Internal and external auditors carry out annual checks.	L
	Safety of Staff and visitors	M	Lone worker policy in place and reviewed regularly.	L

Legal Liability	Ensuring activities are within legal powers	M	Councillors apprised of legal powers and restraints. Clerk to identify legal position on any new proposal. Legal advice to be sought where necessary. Clerks CiLCA qualified.	L
	Proper and timely reporting via the Minutes	M	Council meets monthly and receives and approves Minutes of meetings held in interim. Minutes circulated to members within one week. Minutes made available to press and public at the Parish Office and via the web site.	L
	Proper document control	M	Leases and legal documents in Parish Office (copies). Electronic data backed up to server, including monthly backups of RBS finance package. Document retention and destructions policy reviewed annually. Clerk registered as a data controller with Information Officer.	L
Councillor propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed. Councillors should declare any interest where necessary at meetings. Councillors agree to adhere to written Code of Conduct when taking office. Clerks advise Councillors if they have any concerns about breaches	L

Key:

Likelihood of happening	Likelihood of Impacting on WPC		
	L	M	H
Probable	Unlikely	Somewhat Likely	Likely
Possible	Unlikely	Unlikely	Somewhat Likely
Improbable	Unlikely	Unlikely	Unlikely