

## Great Notley Parish Council Financial Risk Assessment 2022 - 2023

### INSURANCE COVER

| <b>Risk Identification</b>  | Comments  |
|---|---|
| <ul style="list-style-type: none"> <li>• Physical Assets owned by the Council (loss or damage)</li> <li>• Damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability).</li> <li>• Loss of cash through theft or dishonesty (fidelity guarantee).</li> <li>• Legal liability as a consequence of asset ownership (public liability).</li> </ul> | <p>Ongoing cover under 3 year agreement with Came and Co. up to May 2024 covering all assets as per assets schedule.</p> <p>Coverage includes fidelity guarantee and public liability for twelve million pounds Van insured by Aplan.</p> |

| <b>Internal Controls</b>  | Comments   |
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| <ul style="list-style-type: none"> <li>• An up to date Assets Register is kept.</li> <li>• Regular inspection and maintenance arrangements for physical assets.</li> <li>• Annual review of risk and adequacy of cover.</li> <li>• Ensuring robustness of insurance providers.</li> </ul> | <p>Yes – reviewed annually and when new assets are acquired.</p> <p>Yes – Annual and quarterly inspections carried out by Seagrave Inspections and weekly inspections carried out by trained Councillors and records kept. Parish Council staff are due to also be trained to carry out inspections this year</p> <p>Yes</p> <p>Yes, only reputable insurers used.</p> |

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| <p><b>Internal Audit Assurance</b></p> <ul style="list-style-type: none"> <li>• Review of internal controls in place and their documentation.</li> <li>• Review of management arrangements regarding insurance cover.</li> <li>• Testing of specific internal controls and reporting back to full Council.</li> </ul> | <p>Comments</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> |
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**RISKS TO BE SELF-MANAGED**

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| <p><b>Risk Identification</b></p> <ul style="list-style-type: none"> <li>• Keeping proper financial records in accordance with statutory requirements.</li> <li>• Ensuring all business activities are within legal powers applicable to local councils.</li> <li>• Complying with restrictions on borrowing</li> <li>• Ensuring that all requirements are met under employment law and Inland Revenue regulations.</li> <li>• Ensuring all requirements are met under Customs and Excise regulations (especially VAT).</li> <li>• Ensuring the adequacy of the annual precept within sound budgeting arrangements.</li> <li>• Monitoring of performance against agreed standards under partnership agreements.</li> <li>• Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137.</li> </ul> | <p>comments</p> <p>Yes</p> <p>N/A</p> <p>N/A</p> <p>Yes, payroll is dealt with by Richard Edwards LLP</p> <p>Yes</p> <p>Yes, full report provided regarding budget made to council for consideration and approval when setting precept</p> <p>Yes</p> <p>The Parish Council uses the General Power of Competence but careful consideration given to grants in accordance with</p> |
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| <ul style="list-style-type: none"> <li>• Proper, timely and accurate reporting of council business in the minutes.</li> <li>• Complying with legal requirements in relation to electors rights and responding to electors wishing to exercise their rights of inspection.</li> <li>• Meeting the laid down timetables when responding to consultation invitation.</li> <li>• Meeting the requirements for Quality parish status or other accreditation.</li> <li>• Proper document control.</li> <li>• Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date.</li> </ul> | <p>policy</p> <p>Yes, minutes always prepared within one week of meeting and approved by Councillors</p> <p>Yes, information on website and has been provided in hard copy</p> <p>Yes</p> <p>The Parish Council has achieved Quality status in the Local Council Award scheme and criteria reviewed annually</p> <p>Yes, in accordance with documentation policy.</p> <p>Yes</p> |
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| <p><b>Internal Controls</b></p> <ul style="list-style-type: none"> <li>• Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</li> <li>• Recording in the minutes the precise powers under which expenditure is being approved.</li> <li>• Regular returns to the Inland Revenue;</li> <li>• Compliance with employment laws - contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation, annual appraisals,</li> </ul> | <p><b>Comments</b></p> <p>Yes – expenditure approved at meetings where invoices also provided</p> <p>Yes</p> <p>Yes carried out by Richard Edwards LLP</p> <p>Yes – and reports made back to council via Personnel committee.</p> |
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| <p>health and safety policy, risk assessments and checking of personal protective equipment. Also, the health and safety of employees and Councillors is considered within those processes</p> <ul style="list-style-type: none"> <li>• Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.</li> <li>• Regular budget monitoring statements.</li> <li>• Developing systems of performance measurement.</li> <li>• Procedures for dealing with and monitoring grants or loans made or received.</li> <li>• Minutes properly numbered and safely kept.</li> <li>• Documented procedures to deal with enquiries from the public.</li> <li>• Documented procedures to deal with responses to consultation requests.</li> <li>• Monitoring arrangements by the Council regarding Quality council status.</li> <li>• Documented procedures for document receipt, circulation, response, handling and filing.</li> <li>• Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received.</li> <li>• Adoption of codes of conduct for members (and employees).</li> </ul> | <p>Yes, and VAT reclaim made on an annual basis</p> <p>Yes, and a quarterly report is provided to Councillors.</p> <p>Yes, policies are in place</p> <p>Yes. as those who receive a grant are invited to Parish meeting to report on use.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes annual review</p> <p>Yes</p> <p>Yes, and subject to annual review</p> <p>Yes</p> |
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| <b>Internal Audit Assurance</b>  | <b>Comments</b>                                  |
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| <ul style="list-style-type: none"> <li>• Review of internal controls in place and their documentation.</li> </ul>  | Yes  |
| <ul style="list-style-type: none"> <li>• Review of minutes to ensure legal powers in place, recorded and correctly applied.</li> </ul>   | Yes  |
| <ul style="list-style-type: none"> <li>• Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions.</li> </ul> | Yes.   |
| <ul style="list-style-type: none"> <li>• Review and testing of arrangements to prevent and detect fraud and corruption.</li> </ul>   | Yes, and councillors encouraged to ask questions |
| <ul style="list-style-type: none"> <li>• Testing of disclosures.</li> </ul>  | Yes  |
| <ul style="list-style-type: none"> <li>• Testing of specific internal controls and reporting findings to the Council.</li> </ul>   | Yes  |

### THIRD PARTY RISK MANAGEMENT AREAS

| <b>Risk Identification</b>  | <b>Comments</b>              |
|---|------------------------------|
| <ul style="list-style-type: none"> <li>• Provision of services being carried out under agency / partnership agreements with principal authorities.</li> </ul> | Yes                          |
| <ul style="list-style-type: none"> <li>• Maintenance for vulnerable buildings, amenities or equipment.</li> </ul>   | N/A                          |
| <ul style="list-style-type: none"> <li>• Banking arrangements.</li> </ul>   | Considered at annual meeting |
| <ul style="list-style-type: none"> <li>• Ad hoc provision of amenities / facilities for events to local community groups.</li> </ul>                          | N/A                          |
| <ul style="list-style-type: none"> <li>• Vehicle or equipment lease or hire.</li> </ul>   | Vehicle owned                |

| <b>Internal Controls</b>   | Comments   |
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| <ul style="list-style-type: none"> <li>• Standing Orders and Financial Regulations in place</li> </ul>           | Yes and reviewed at annual meeting or as required. |
| <ul style="list-style-type: none"> <li>• Regular reporting on performance by suppliers / contractors.</li> </ul> | N/A  |
| <ul style="list-style-type: none"> <li>• Annual review of contracts.</li> </ul>                                  | Yes at time of appraisals and budget               |
| <ul style="list-style-type: none"> <li>• Regular scrutiny of performance against targets.</li> </ul>             | Yes  |
| <ul style="list-style-type: none"> <li>• Arrangements to detect and deter fraud and / or corruption.</li> </ul>  | Yes  |
| <ul style="list-style-type: none"> <li>• Regular bank reconciliation, independently reviewed.</li> </ul>         | Yes  |

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| <p><b>General Data Protection Regulations</b></p> <ul style="list-style-type: none"> <li>• Evidence of awareness of Councillors and officers regarding ongoing compliance with the regulations</li> </ul> | Yes, data audit carried out on an annual basis with report to Councillors. The Data Protection Policy is also kept under annual review. |
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| <p><b>Website Compliance and Accessibility</b></p> <p>Evidence of compliance</p> | Yes website accessibility statement has been approved, reviewed and amended as required. Also site testing takes place on the site to review adequacy of compliance and last carried out in January 2023 |
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| <b>Internal Audit Assurance</b>   | Comments |
|---|----------|
| <ul style="list-style-type: none"> <li>• Review of internal controls in place and their documentation.</li> </ul>   | Yes      |
| <ul style="list-style-type: none"> <li>• Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied.</li> </ul> | Yes      |
| <ul style="list-style-type: none"> <li>• Review and testing of arrangements to prevent and detect fraud and corruption.</li> </ul>                                      | Yes      |
| <ul style="list-style-type: none"> <li>• Review of adequacy of insurance cover provided by suppliers</li> </ul>   | Yes      |
| <ul style="list-style-type: none"> <li>• Testing of specific internal controls and reporting findings to Council.</li> </ul>  | Yes      |

**Compliance with:  
The Accounts and Audit Regulations 2015  
LGA 1972 s.151 Appointment of Responsible Financial Officer**

**Date of Assessment: 13<sup>th</sup> February 2023**

**Signed:**

**Responsible Financial Officer on behalf of the Council:**

**Re-assessment date: February 2024**