

Nether Wallop Parish Council - Financial Risk Management

RISK AREA	RISK IDENTIFIED	RISK LEVEL H/M/L	Management of Risk	Required action	Review date
SECTION 1 - Areas where there may be scope to use insurance to manage risk					
Property and contents owned by council	Loss or damage	M	maintenance of up to date asset register	Asset register reviewed on annual basis in November	
Damage to third party property or injury to third parties	Public liability	M		Insurance held with Hiscox Renewed in April each year. Policy assessed as adequate each year by Council in November	
Legal liability as consequence of asset ownership	Public liability	L	Covered by insurance policy	Assets that are available to the public are carefully maintained and where appropriate subject to regular checks	
Injury to employee	Employers liability	L	Covered by insurance policy	Insurance held with Hiscox Renewed in April each year. Policy assessed as adequate each year by Council in November	
Consequential loss of income or need to step in to provide critical services in a crisis	Business interruption	L	Majority of income is from precept, council lacks capacity to provide services	Kept under rolling review	N/A
SECTION 2 - Working with others to help manage risk					
Provision of services by contractors	Uncompetitive pricing, failure to provide agreed service, damage	M	Standing orders and Financial Regulations deal with award of contracts Contractors asked to provide details of insurance cover prior to commencement	Engagement of contractors subject to Council agreement	
Banking arrangements	Fraud	L	Financial Regulations deal with fraud prevention through two stage authorisation process	Review Financial Regulations for adequacy each year in November Bank reconciliation signed off at every council meeting	
Loss of cash	Theft or careless mistake	M	Cash is banked as quickly as possible and there are very few cash transactions Cash is only handled by the Chairman	Ensure cash transactions are de minimis via monthly review of records by a councillor	

Playing Fields	Injury from equipment	L	All outdoor equipment was new in 2022/23 and is subject to a weekly check by a suitably qualified person	Ensure that checks are evidenced and reported at monthly council meetings
SECTION 3 - Self managed risk				
Proper and complete financial records	Error or mistake	L	Records are held in Rialtas a bespoke accounting system for Councils	A member of the Council has oversight of Rialtas and checks the accounts each month
Employment law and HMRC regulations PAYE/VAT/Pensions	Failure to comply	L	Rialtas is MTD compliant. Clerk is only contracted employee and below the minimum	VAT return is submitted quarterly using Rialtas Payroll return is made using HMRC portal (basic service)
Annual precept	Ensuring adequacy	L	Precept is requested in January in line with the budget agreed by Council in December	Ensure budget is prepared and presented to Council each year in December for authorisation
Monitoring performance	Risk of overspending	L	Council reviews expenditure against budget each year in December	Ensure relevant report is prepared each year for the December meeting
Grants	Ensure proper use of public funds	L	Section 137 spend is monitored against acceptable annual limit and signed off by Council	Ensure regular reporting on grant aided projects and ongoing monitoring of s137 spend
Council Minutes	Failure to prepare or publish accurate minutes	L	Minutes are prepared in the week after the meeting and circulated for comment before posting on the website. Minutes are signed at the following meeting as being an accurate record	Chairman and Clerk to ensure these procedures are followed for every meeting.
Rights of inspection	Failure to comply with legislation	L	Inspection notices are published in line with the guidance from the Auditors each year	Chairman and Clerk to ensure compliance
Compliance with the Transparency Code	Failure to comply		Income and expenditure report published with Agendas for each meeting. All governance documents are on website	Review governing documents each year for compliance and update accordingly