

Findon Parish Council (FPC) Risk Assessment and Management 2020/21

AREA	RISK	LEVEL	ACTION
<b>Finance</b>	Banking	<b>M</b>	Dealt with in Financial Regulations that were updated and approved by full Council in 2015. <i>To be reviewed 2020.</i>
	Risk of consequential loss of income	<b>L</b>	Insurance cover. Laptop uses Cloud technology for secure file storage.
	Loss of cash through theft or dishonesty	<b>L</b>	Very small income received by cash, receipts issued for all takings.
	Financial controls and records	<b>L</b>	Monthly reconciliation prepared by Clerk, regular report to Council. Two signatories on cheques. Bank reconciliations checked.
	Comply with Customs & Excise Regulations	<b>L</b>	Use VAT helpline when necessary. VAT claims <i>claimed electronically via secure HMRC web site by Clerk.</i> Monitored by internal and external audit.
	Sound budgeting to underlie annual precept	<b>L</b>	Council receive detailed budgets late autumn following discussion at Finance & Governance Committee. Precept derived directly from this. Expenditure against budget reported to Council.
	Compliance with borrowing restrictions	<b>M</b>	Confirmation with SALC on current legislation prior to any resolution to borrow monies.
<b>Liability</b>	Risks to third party, individuals or property	<b>M</b>	Insurance in place. Regular inspections and asset inspections. Risk assessments to be carried out as required. Formal Risk Assessment policy in place, PPE, first aid kit/accident book for councillors and volunteers.
<b>Employment Liability</b>	Comply with Employment Law	<b>L</b>	Membership of various national & regional bodies. Insurance cover.
	Comply with Inland Revenue reqs	<b>L</b>	Advice from Inland Revenue & Auditors
	Safety of Staff & visitors	<b>L</b>	Office is in home, no admittance to members of public without appointment and third party present. Insurance in place.
<b>Legal Liability</b>	Ensuring Activities are within legal powers	<b>L</b>	Legal advice sought where necessary. Clerk clarifies legal position. SOs and Committee Terms of Reference including delegations revised and approved by full council in 2015. <i>To be reviewed 2020.</i>
	Proper & timely reporting via Minutes	<b>L</b>	Council and Committee meeting Agendas on Notice Boards and published on Parish Council web site to meet any statutory deadlines. Unconfirmed/approved Minutes circulated to councillors and published on Parish Council web site.
	Proper document control	<b>L</b>	Data storage to comply with GDPR. Document Retention Policy to be formalised.
	General Data Protection Regulations (GDPR)	<b>L/M</b>	New FPC web site, laptop, email provider are compliant. Relevant policy documents have been reviewed/written/in development. Data Protection Officer in place.
<b>Council Propriety</b>	Code of Conduct	<b>L</b>	Signed by all councillors.
	Register of Interests (Pecuniary)	<b>L</b>	Completed by all councillors and registered with Arun District Council.
	Register of gifts and hospitality	<b>L</b>	Register in place.

Reviewed and approved by the Finance & Governance Committee 16 January 2020. Signed

Dated

Rev 01 2021