

Hadleigh Town Council Financial Risk Assessment

Original Document	14 th Feb 2019	Carol Bailey, Town Clerk
Review Date	10 th Mar 2020	Andrew McMillan, Town Council Manager
Review Date	15 th Feb 2021	Cheryl Tye, Town Council Manager
Review Date	31 st Mar 2022	Alicja Barnes, Projects & Finance Officer
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Hadleigh Town Council is responsible for ensuring that its financial management is adequate, and its risk management process determines what risks exist and how these risks should be handled on a day to day basis.

Risk Rating		Action Bands	
Likelihood	Severity of Result	Rating Band	Action
1 = Most Unlikely	1 = Minor	1-2 = Minimal Risk	Maintain Control Measures
2 = Unlikely	2 = Slight	3-4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious	6-8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major	9-16 = High Risk	Improve Control Measures immediately/Consider stopping work

Area	Risk	Likelihood x Severity	Risk Level	Control Measures / Mitigation Actions
ASSETS	Adequate insurance in place	1 x 3	3 Low Risk	- Current Insurance policy is with Aviva (via James Hallam brokers) and values insured increase with RPI every year. - Insurance details are run in conjunction with the Assets Register. - The policy covers all statutory requirements including employers' liability, public liability, and fidelity cover.
	Sums insured reviewed regularly	1 x 3	3 Low Risk	The Assets Register is updated on a regular basis and reviewed annually.

These are the risks which have been identified but if any other risks occur during day-to-day business these will be dealt with at the time using the risk rating matrix.

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	Civic Regalia adequately insured	1 x 3	3 Low Risk	Civic regalia is included in the above insurance policy and the Assets Register.
	Civic Regalia stored securely	2 x 2	4 Low Risk	It is stored in a locked cupboard and only released when there is a function requiring use by the Mayor who returns it promptly afterwards.
	Cemetery Lodge	1 x 3	3 Low Risk	Checks undertaken annually on gas and electricity by authorised contractors to ensure safety standards are achieved and are in line with current legislation and all relevant certification is up to date.
	Corks Lane Play Area, Timperley Road Play Area and Layham Road Sports Ground	2 x 3	6 Medium	- H&S Risk Assessments are carried out internally - R.E.J.B undertake a quarterly and ROSPA an annual check on all play equipment to ensure safety standards are achieved and in line with current legislation - Weekday daily visual checks are carried out and remedial action taken where necessary.
FINANCE Banking	Bank accounts suitable	1 x 1	1 Low Risk	- The Town Council has 1 bank account with Metro Bank Plc. - The Town Council also holds one savings account with the Suffolk Building Society.
	Reconciliation and review of accounts	2 x 1	2 Low Risk	- Bank account reconciliations are carried out each month. - The review is undertaken by the nominated Councillor regularly.
	Cash in transit	2 x 2	4 Low Risk	- Insurance is in place for cash handling. - Staff only handle small amounts of cheques and cash. - The Town Council has a policy of not accepting cash unless it is absolutely the only method that is possible.

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	Loans	2 x 3	6 Medium Risk	Project plans and business cases agreed (where applicable) before taking out a loan.
Grants	Does the Council fulfil its powers on the granting of funding to outside bodies	2 x 1	2 Low Risk	- All grant requests are passed to Town Council and voted on accordingly by Town Councillors. - The standard application form ensures that the grant is administered against the set criteria. - Funding is paid by BACS only. - An end of project grant form is required before any future grant applications from the same organisation will be considered.
Petty Cash	Use of Petty Cash	1 x 1	1 Low Risk	- The Town Council manages low volumes of Petty Cash. - The Town Council has a policy of not accepting cash unless it is the only method by which a payment can be made. - Any cash is banked on a regular basis.
Expenses	Expenses claims of staff and Councillors	1 x 1	1 Low Risk	- Claim forms completed, checked and authorised. - All payments are then passed to Finance Officer for ratification and inclusion in the payment schedule presented to Council.
Invoices	Acceptability for payment	2 x 2	4 Low Risk	- All invoices are checked for accuracy and against received quotations / approved order request forms / delivery notes. - All cheques and bank transfers are signed off by two Councillors.
VAT	Reclamation of VAT paid	2 x 2	4 Low Risk	VAT amounts are calculated, checked, and reclaimed from HMRC on an annual basis.

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Sealed Tenders	Tendering of contracts	2 x 2	4 Low Risk	- Return envelopes issued stating 'Sealed Tender' with no other identifying marks. - Tenders are opened by at least one officer and at least one Councillor at the agreed date and time or consultants if using them as a proxy.
Staffing	Financial matters	2 x 2	4 Low Risk	- Requirements under Employment Law and HMRC are fulfilled. - Staff salaries and associated administration are reviewed regularly, and at least annually. - The Council appointed an HR company to review policies and advise on staffing matters.
Budget	Sound budgeting procedures	2 x 3	6 Medium Risk	- Budget timetable commences in September and is dealt with by Full Council or Council Matters Committee. - Regular monitoring takes place, and all expenditure is approved by the appropriate Officers and/or Council committees.
Finance Controls	Control of financial records	2 x 2	4 Low Risk	- Appointment of a suitably qualified named Responsible Financial Officer. - Xero accounting software used to record transactions and bank reconciliations, all take place on a regular basis, with each month reconciled before the next months is checked. - Accounting procedures under continual review to ensure that they comply with current legislation.
LIABILITY	Risk Management for Town Council owned land and assets	2 x 3	6 Medium Risk	Risk Assessments and H&S Assessments regularly carried out by the appropriate Officers
	Trees etc. on Council owned Land	2 x 2	4 Low Risk	- Regularly assessed and action taken if required. - Every 2 years a full tree assessment is undertaken, with each intermittent year a visual inspection by a qualified arboriculturist.

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	Headstones	2 x 2	4 Low Risk	• Testing commenced in April 2007 with a prescribed Toppletester to ensure all headstones are tested at 35kg. • Appropriate action will be taken to headstones that fail the weight test to ensure H&S standards are achieved. • Unsafe headstones will be laid down on the ground to prevent them falling to the ground.
EMPLOYER LIABILITY	Direction and activities of all staff employed by the Town Council	2 x 2	4 Low Risk	• H&S and Risk Assessments • Accident Book • First Aid equipment • Fire-fighting equipment / alarms
	Outside assets and land	2 x 2	4 Low Risk	• Responsibility of Services Officer on a day to day basis under the line management of the Town Clerk.
	Contractors	2 x 1	2 Low Risk	• Covered by their own Public Liability insurance.
LEGAL LIABILITY	Asset ownership	2 x 2	4 Low Risk	• All leases, H&S and Risk Assessments stored securely.
	Constitution of Town Council	2 x 2	4 Low Risk	• Standing Orders and Financial Regulations reviewed on each change of Council (every 4 years) and as and when necessary to ensure that they comply with current legislation.
	Town Councillors Code of Conduct	2 x 2	4 Low Risk	• Signed Declaration of Interests. • Register of Prejudicial Interests. • Register of Personal Interests.

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