

## Walmer Parish Council

### RISK MANAGEMENT STATEMENT 2018/2019

<b>1. Physical Assets</b>			
Risk	Control	Status	Action
1.a. Loss or significant damage to assets	1.a.1. Register of assets	In place	An Asset Register has been compiled. Equipment is included at original and at replacement value. Photographs to be taken to provide electronic register in line with IIA recommendations  Insurance valuations carried out February 2016. Valuations planned every three years with the next due in 2019.
	1.a.2. Buildings and street furniture insured and value adjusted annually.	In place	
	1.a.3. Items on insurance to be checked against Asset Register	Done	
1.b. Damage/decay of assets due to lack of maintenance/attention	1.b.1. Regular maintenance arrangements for physical assets (to cover also security and fire safety).	In place  In place  In place	Maintenance issues addressed as soon as Clerk notified  Document updated if new amenities added or circumstances change  Hazards identified and reported to the parish office and relevant committee. Checked back against risk assessment for appropriate action.
	1.b.2. Risk assessment of Hawkshill Freedown, Drill Field and MUGA, York and Albany Close and Campbell Allotments reviewed annually by relevant committee.		
	1.b.3 Safety Inspections of Hawkshill Freedown, Drill Field and MUGA, York and Albany Close undertaken by individuals twice yearly. Safety inspection of Campbell Road Allotments undertaken annually.		
<b>2. Financial</b>			
2.a. Inadequate financial controls and/or records	2.a.1. Standing Orders and Financial Regulations in place with annual review.	In place	NALC Model Standing Orders 2013 (amended) adopted minute 4074 <b>NALC Model Standing orders 2018 to be considered July 2018</b>  Financial Regulations 2016 adopted November 2016
	2.a.2. Regular bank reconciliations (done monthly by the Clerk) approved by Council.	In place	

Risk	Control	Status	Action
<p>2.b. Loss through fraud, corruption or collusion.</p>	<p>2.b.1. Approval of expenditure and system for payments/receipts:</p> <ul style="list-style-type: none"> <li>- approval by the council required before any expenditure is incurred (committed). If a transaction has to be completed between council meetings, approval by the Chairman or Vice-Chairman is required;</li> <li>- payments or commitments made between meetings ratified at the next meeting of the council;</li> <li>- cheques signed by two councillors and cheque stubs initialled;</li> <li>- monies received paid into bank immediately and receipts issued if necessary; and</li> <li>- accounts checked quarterly by a councillor who is not authorised to sign cheques as part of internal control.</li> </ul> <p>2.b.2 <i>Electronic banking procedures as follows:-</i></p> <ol style="list-style-type: none"> <li>1. <i>A schedule of payments is presented at council meetings and all transactions are approved prior to payment (already in place).</i></li> <li>2. <i>Two signatories are allocated for electronic authorisation.</i></li> <li>3. <i>The same two signatories sign each invoice and countersign each approved payment on the schedule of payments.</i></li> <li>4. <i>The same two signatories log-in to Unity bank the following day. Using their signed schedule of payments as a guide they tick off each payment in turn.</i></li> <li>5. <i>Once the second signatory ticks the payment off, the transaction is complete and the money leaves the Council's account.</i></li> </ol>	<p>All in place</p>	<p>Financial Regulations adopted November 2016 and reviewed annually cover all these risks.</p> <p>Councillors P Heath, Mrs M Johnson and Mrs S Le Chevalier appointed. <b>Cllrs Murray, Pitcher and Miss Herring also approved at Council meeting June 2018</b></p> <p><b>Councillors B Pitcher and R Evans appointed June 2018</b></p>

Risk	Control	Status	Action
	2.b.2. Payments approved by council meeting – documentation (invoices, cheques, amounts etc.) checked at same meeting by councillor who is not authorised to sign cheques. <i>After electronic payments made Council Auditors check invoices signed by same person who authorised payment</i>	In place	Councillors R Evans and B Pitcher appointed June 2018.
	2.b.3. Annual Review of effectiveness of internal audit and system of internal control	In place	Professional internal auditor appointed. Reviewed annually. Next review May 2017
2.c. Non compliance with legislation on employer/ee liability.	2.c.1. Insurance is in place for the clerk.	In place	Insurance cover reviewed May 2018. Fidelity Insurance levels automatically increased by insurer and deemed adequate in light of internal controls
2.d. Non compliance with HM Revenue & Customs.	2.d.1. Regular returns to HM Revenue and Customs by Batchelor Coop.	In place	Monthly payroll runs carried out by Batchelor Coop and monthly payments made to HMRC.
2.e. Non compliance with Revenue & Customs regulations.	2.e.1. VAT - returns made annually at the end of financial year.	In place	Annual VAT returns completed from financial information system
2.f. Inadequate budgetary control. Significant over/under spend.	2.f.1. Regular budget monitoring - expenditure against budget monitored monthly and reported to council.	In place	Monthly reports presented to Parish Council
2.g. Non compliance with borrowing regulations	2.g.1. Procedures for dealing with, and monitoring of, loans received	Not applicable	Currently no loans.
2.h. Inappropriate use of funds granted to the community	2.h.1. Procedures for dealing with, and monitoring of, grants made by the Council: <ul style="list-style-type: none"> <li>- accounts of the organisation and purpose of the grant to be submitted with the request;</li> <li>- for match funding, accounts to be submitted and checked.</li> </ul>	In place	Grants are often made up front unless stipulated by Council. Grant recipients invited to Parish Meeting to explain how the money was spent.
2.i. Inadequate control and/or poor performance/ standards under grants/partnership agreements	2.i.1. Monitoring of partnership standards and/or performance.	Not applicable	Currently no partnership agreements are in place.
	2.i.2. Recording in the Minutes the precise powers under which grants are made	In place	Recorded in minutes

Risk	Control	Status	Action
	2.i.3. Developing systems of performance measurement	In place	No partnership agreements in place at the present time
2.j. Damage/injury to third party property or individuals	2.j.1. Public Liability insurance cover is in place. Public areas visually inspected periodically. In addition twice yearly safety inspections and risk assessments are done.	In place	Insurance cover reviewed in May 2016 (three year agreement) and annual and regular inspections carried out. See also 1.b.2
	2.j.2. Annual review of land maintenance contracts	n/a	
	2.j.3. Verification of insurance cover of service suppliers when contract given.	In place	All contractors to provide evidence of public liability insurance.
2.k. Non compliance with 'Employer Liability' requirements.	2.k.1. Compliance with employment laws - employer liability insurance held	In place	Insurance cover reviewed May 2018. Next review May 2019
	2.k.2. Compliance with Disability and Discrimination Act		New premises complies with the Act I as far as is practicable
<b>3. Compliance with Legal Requirements</b>			
3.a. Parish Council business or activity not within appropriate legal powers.	3.a.1 Activities checked by the Clerk when setting the agenda for meetings.	All in place	
	3.a.2. Powers under which activities to be carried out will be stated on the agenda.		
	3.a.3. Precise legal powers recorded in the Minutes and also in the notes for the Internal Auditor.		
	3.a.4. Clerk to clarify the legal position for any new proposal.		
	3.a.5. Legal advice sought if necessary.		
	3.a.6. Section 137 payments listed separately in the Receipts and Payments book and recorded in the Minutes.		
3.b. Non compliance with relevant legislation.	3.b.1. The Council's acknowledgement of Acts recorded in the minutes and documented. (Relevant Acts - Race Relations Act, Freedom of Information Act, and Disability Discrimination Act.)	Work still to be done	The Council has adopted the Freedom of Information Act and is fully compliant with the requirements of the Act including its publication scheme. Information is published on the Council's web site and is available from the Clerk. The Council has registered with the ICO

Risk	Control	Status	Action
3.c. Non compliance with procedures when electors wish to exercise their rights of inspection.	3.c.1. Documented Procedures: <ul style="list-style-type: none"> <li>- council's publication scheme, in compliance with Freedom of Information Act, on website</li> <li>- minutes and agendas displayed on the parish notice boards; and</li> <li>- audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.</li> </ul>	In place  In place  In place	Notice of agendas and agendas are displayed prior to meetings but notice boards are too small to display 8/9 pages of minutes. They are published on the web site and available in the Parish Office.  Compliance with Accounts and Audit Regulations etc carried out for 2017/2018 Final Accounts
3.d. Inadequate reporting of Council business.	3.d.1. Timely preparation and distribution of agendas and minutes for all meetings.  3.d.2. Minute items properly numbered, minutes paginated and agreed by the Council at the following meeting. Agreed minutes signed (all pages) by the Chairman.  3.d.3. Approved, signed copy of minutes filed by the Clerk.	In place  In place  In place	
3.e. Inadequate documentation: <ul style="list-style-type: none"> <li>- loss, damage, incomplete;</li> <li>- no evidence to support decisions; and</li> <li>- no evidence of adequate stewardship or performance of council.</li> </ul>	3.e.1. Safe storage of legal business: <ul style="list-style-type: none"> <li>- old Minutes and Parish Records to be properly and safely archived</li> <li>- deeds and legal documents for all Parish Council owned lands are securely kept.</li> </ul>	In place	All current records are safely and securely stored at Parish Office. Fireproof and water proof filing cabinet ensures documents secure.  Document management policy and archiving policy adopted by Council April 2018 min 5456
	3.e.2. Documented procedures for: <ul style="list-style-type: none"> <li>- receipt/response and handling of documents;</li> <li>- responding to consultations;</li> <li>- dealing with enquiries by the public; and</li> <li>- dealing with complaints by the public.</li> </ul>	In place	All correspondence and documentation relevant to council business is recorded in a register on receipt and is filed appropriately and kept secure.

<b>Risk</b>	<b>Control</b>	<b>Status</b>	<b>Action</b>
3.f. Councillors allowances not made in compliance with legislation.	3.f.1. Register kept of all allowances paid. All allowances paid to be published at the end of the Financial year in the Parish Council Newsletter.	In place	Displayed on notice boards and web-site along with East Kent Remuneration Panel report for 2016
3.g. Clerk unavailable.	3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.		Temporary absence – Assistant Clerk to stand-in or share services of a neighbouring parish clerk.  Permanent loss – Councillor to stand-in or share services of a neighbouring parish clerk and advertise the position in local papers and KALC newsletter and web site.
<b>4. Councillor Property</b>			
4.a. Bribery/conflict of interests, inducements or favours from council.	4.a.1. Procedures in place for monitoring members' interests and any gifts and/or hospitality received.  4.a.2. Registers of interests, gifts and hospitality in place. Register of Councillors' interests kept by the Monitoring Officer at the District Council Offices. (Copies held by the Clerk.)	All in place	Councillors to be reminded annually about obligations to keep the Register up to date
4.b. Inappropriate action/conduct by Parish Council/Councillors.	4.b.1. Code of Conduct adopted by all council members on appointment. Revised Code of Conduct including paragraph 12(2) adopted by the Council on 18 July 2007	In place	
4.c. Inadequate risk management. Poor performance/stewardship by Council.	4.c.1. Risk management procedures in place – this document. 4.c.2. This document to be reviewed annually, also as/when any changes to council business/activity are made or other circumstances require it.	In place	This document was reviewed and updated in June 2018. Next review due in June 2019.

Copies of the Risk Management Assessment document are available from the Clerk to the Council: