



### FINANCIAL RISK ASSESSMENT – MAY 2025

The Council is required to review risk annually. The following is a list of recommendations for approval:

Service Area	Risk	Control	Risk	Impact	Score	Comments
<b>FINANCE</b>						
Insurance	Authority unable to secure adequate insurance for its assets and operation	<p>Current insurance levels as detailed.</p> <p>Insurance cover is through 'Gallaghers Insurance' Insurance – 3 year agreement in place from 1<sup>st</sup> June 2024. The agreement is subject to minor changes pending increases in Government taxes.</p> <p>Authority undertakes annual financial risk review and complies</p>	2	3	6	



		Account signatories to approve all amended salary payments				
Accounting	Non-compliance	Ensure adequate training, Systems, audits and adequate staff levels. Resilience on 'Edge' Finance in place – system very intuitive	1	2	2	Monthly reconciliation of main bank account mitigates minor errors.
	Late VAT returns	HMRC vat claims programmed each quarter – GAPTC advises in detail on end of year process - subscription to GAPTC maintained. HMRC prompts action				
	Inaccuracy	Internal control checks made of the council's accounts and payments and these are reported to Council. Processes reported on by Annual Internal Auditor and through internal control checks				
Finance	Cash deposits at risk in bank	Currently use CCLA for large proportion of the council's investments thereby reducing risk. Other investments currently being considered for review.	1	3	3	Need to review non CCLA investments due to external fraudulent attempts to access accounts
	Access to investments (Council's exposure with its	Officers trying to access information in relation to the council's accounts. The council's ever changing				Dealing with Banks and Building Societies has been a major problem. Consideration should be

	operating account)	circumstances has made this difficult.				given to moving further investments in to CCLA or use of alternative investment organisations
	Lack of liquid funds/cashflow	Cashflow secured by keeping treasury account topped up through CCLA – top up arrangement made very easy				
	External Funding – non-compliance with grant conditions	Ensure criteria from grant awarding body is strictly followed Ensure adequate scrutiny is applied to accounts and spending				
	Loss of income i.e. rent and	Ensure regular contact with leaseholders and bodys renting facilities				
	Compliance with Pension regulations	Re-declaration made by the council every three years as required by Pensions Regulator and at onset of new staff arrivals				
<b>OTHER</b>						
Staff	Loss of personnel	General reserves in case of temporary staff needs Improved management of and communications with staff to ensure good retention. The Council offers	2	3	6	The council's workforce has in the main settled with new staff improving the organisation's resilience; regular 1-1s and team

	HR Litigation  Covid impact	<p>reasonable terms and conditions. Need to build in further resilience to staffing</p> <p>Secure and comply with HR advice (Peninsula).</p> <p>Risk assessment undertaken on existing staff arrangements in line with Government Guidance. Can be reapplied as and when necessary</p>				<p>meetings held in addition to day to day communications</p> <p>Staff reporting Covid are asked to stay away from the office</p>
Administration	<p>Management of Finance</p> <p>Policy non compliance</p> <p>Council unable to make payments due to lack of</p>	<p>‘Edge’ finance software provides a closed system that is fully auditable. It supports improved budget controls. Adequate up to date training is provided to staff. Accounts audited internally each quarter Accounts and payment lists reported each month to Business Committee and Full Council</p> <p>The Policy register is generally kept up to date and reviewed in line with Council agreed frequencies by the Member led Policy Review working group</p> <p>Number of signatories increased</p>	2	2	4	<p>Policies currently need some catch up work</p>

	signatories	from 3 Cllrs to 5. Authorise Clerk and Deputy Clerk to act as back up full bank signatories to the council's Lloyds account.				
Allotments	Non compliance with Management agreement	Management agreement details discussed with allotment association annually. Annual checks undertaken	1	2	2	The council has good working relations with the Allotment Association.
Data	Security breach  Legal Documents becoming lost	Data stored off site on cloud system. Now protected by remote monitoring and updating by IT service provider 'JIREH' – information is further backed up.  Data Protection Policy has been adopted and will be regularly reviewed.  Safe custody for title documents/legal agreements.	1	3	3	In 2024, Council agreed a long term service agreement with Jireh to provide IT services  Documents now currently held in fire proof room by 'Leeper Prosser' Solicitors.
Parks	Play Equipment/play areas and fields becoming unfit for use	Weekly visual checks and quarterly detailed checks carried out in all areas in addition to annual review by ROSPA  Council staff trained to undertake interim inspections	2	3	6	Recently employed additional grounds staff to provide increased resilience ensuring required checks are made

	Trees left unmanaged	Tree Strategy in place – full list and location of trees now in place. Regular annual inspection undertaken and remedial works undertaken				
Procurement	Ensure value for money  Need to advertise contracts	Financial Regs are regularly reviewed and applied  Contracts over £30,000 incl vat to be advertised on the council and public contract finance website. Expected annual contract costs reviewed for large scale work/services	1	3	3	The council has two main contracts that exceed this threshold – both are advertised in line with the Financial Regulations
Health and Safety	Non Compliance with health and safety regulations	Health and safety documents currently in review .  Significant changes made to working equipment and practices to reduce risk  New staff encouraged to take cautionary approach to all work – no time bound requirements.  Regular communications with office staff and arrangements in place to help deal with unusual events ie	1	3	3	

		heat, severe cold etc  New contract signed (Jan 25) with Peninsula to ensure correct documentation is held and updated and, applied				
Buildings	Deterioration, over – expenditure and under utilisation	All buildings currently checked for general condition on a regular basis mainly by grounds staff. Issues reported to the town hall and actioned.	2	2	4	
Elections	Failing to comply with Co-option process	Due process followed with updates and advice provided by the election authority	1	3	3	
External audit	Unable to satisfy requirements of annual AGAR returns	Internal auditor booked in each year in advance  'Edge' engaged to produce end of year accounts  Agenda item added for council sign off in April/May each year	1	2	2	
Members Interests	Conflict of interests  Opportunity for impropriety	CLRs receive training on Code of Conduct and comply with requirements. CLR register all relevant interests (pecuniary and	1	4	4	



		non pecuniary interests). Cllrs notify the clerk of gifts/hospitality				
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## Risk Assessment & Action

Risks will be identified and then assessed according to the following criteria:

	Major impact (3)	Moderate impact (2)	Minor impact (1)
High risk (3)	Score 9	Score 6	Score 3
Medium risk (2)	Score 6	Score 4	Score 2
Low risk (1)	Score 3	Score 2	Score 1

Score 9: circumstances giving rise to risk to be eliminated if possible.

Score 4-6: risk requires immediate and/or continuous management and monitoring.

Score 2-3: risk requires management and monitoring.

Score 1: risk does not require management but may be monitored.

Note! Risk Management can include the transfer of risk by e.g. taking out insurance or buying in a service from a specialist provider

Last Review: 19<sup>th</sup> May 2025 (TC3435)

Next Review: May 2026