

Cinderford Town Council Financial Risk Assessment & Council Risk Assessment – 13 June 2023 *Approved*

To be reviewed annually

This document has been produced to enable CTC to assess the financial risks that it faces and to implement adequate steps to minimise them.

SUBJECT	RISK(S) IDENTIFIED	LEVEL H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
FINANCE				
Budget & Precept	Adequacy of precept in order for the Council to carry out its statutory duties	L	The Council receives monthly budget reports. A DRAFT budget is presented to Full Council for review and consideration. The report includes actual and projected position to the end of the year and indicative figures or costings obtained by the Clerk. The Precept is derived directly from this information and is considered and approved by Full Council and the request submitted to the Forest of Dean District Council within the specified deadline.	Existing procedures adequate
Financial controls and records	Inadequate records	L	The Council has Financial Regulations which sets out the requirements and is reviewed on an annual basis. Rialtas financial software is used to prepare accounts and Council subscribes to the support services. Invoices are checked and initialled by staff before being presented to Council. All payments are approved at Full Council and minuted for transparency. Cheques require two Councillor signatures and stubs and invoices are initialled by signatories. BACS payments are authorised by two Councillor signatories. Accounts are internally checked by Cllr Tim Holder on a quarterly basis. Annual internal and external audits.	Existing procedures adequate
Banking	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements. Money is regularly paid into bank.	Existing procedures adequate

			Accounts are reconciled on a monthly basis and recorded. Earmarked reserves are in a separate account.	
Receipt and payment of grants	Monies ringfenced and accurately managed Power to pay and authorisation of Council to pay	L L	The Town Council does not presently receive any regular grants. Any transactions from a grant received are itemised separately. All grant requests are made following the Grant Awarding Policy and a specific application form. All such expenditure goes through the required Council process of approval, it is minuted and listed accordingly	Existing procedures adequate
Salaries and associated costs	Salary paid incorrectly Unpaid Tax and Pension payments	L L	Financial controls in place to pay staff salaries agreed in line with NALC pay scales. Oversbys, an external company, is used for payroll services and the Council subscribes to support services. BACS payments for PAYE & Pensions made monthly. Internal check carried out by an Internal Checker and the Finance Councillors . Annual internal and external audits.	Existing procedures adequate
VAT	Reclaiming	L	VAT claims are completed electronically on HMRC website and acknowledgement printed and kept in office. Reviewed by Cllr Holder on quarterly basis. Rialtas financial software produces VAT reports. Financial Regulations set out the requirements. Annual internal and external audits.	Existing procedures adequate
Employees	Fraud by staff	L	Insurance in place. Receipts issued for income. All payments require two Councillor signatures. Petty cash float not held. All money bank when received.	Existing procedures adequate
Best value accountability	Work awarded incorrectly	L	Town Council practice is to seek, if possible, three quotations for any substantial work undertaken.	Existing procedures adequate

	Overspend on services	L	For major work, competitive tenders would be sought in line with the rules for contracts in Standing Orders and Financial Regulations. If problems encountered with contract, the Clerk would investigate the situation and report to the Council.	
Loans	High interest rates and non recognised lenders	L	Full Council to approve any loans. Loans to be taken out via PWLB and two signatures required.	Existing procedure adequate
Annual Return	Not submitted within time limits	L	Annual return completed and submitted to Internal Auditor for final completion and signing. Placed on Full Council agenda for completing and signing by the Council and then checked and sent to External Auditor within time frame. Council could ask for an extension to the deadline.	Existing procedure adequate
Election	Mid-term election costs	M	Town Council does not have an election reserve and is building this up in case of a mid-term election being called. Measures cannot be adopted to minimise risk of a contested election.	Ensure monies are earmarked for elections costs when setting budget
ADMINISTRATION & LIABILITY				
Legal Powers	Illegal activity or payments	L	All activity and payments with the powers of the Town Council to be resolved at Full Council. The Town Council has adopted the General Power of Competence. Adopted in May 2023. The council has a committee based structure. Advice to be sought when required.	Existing procedure adequate
Minutes/ Agendas/	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meetings.	Existing procedures adequate

Statutory documents	Non compliances with statutory requirements	L	Agendas displayed according to legal requirements. Full Council meetings recorded and managed in accordance with policy. Business conducted at meetings should be managed by the Chair.	Members adhere to Code of Conduct and Member/Officers Relations Policy and undertake adequate training.
Public Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Tree survey carried out externally and the Town Council is advised on maintenance by the tree surgeon. Risk assessments carried out on individual events. All third party users of Council facilities have to complete a booking form and provide Public Liability insurance and a risk assessment. Health and safety services provided by Mike Beard, Worksafely who will also meet with Council in 2023.	Existing procedures adequate
Legal liability	Legal liability as consequence of asset ownership (especially cemetery and playgrounds)	H	Insurance in place and new equipment added ad hoc. Weekly playground inspections undertaken and written records kept. Quarterly and annual RoSPA inspection.	Existing procedures adequate
Employer Liability	Non-compliance with Employment Law	L	Membership of various national and regional bodies. Town Clerk is a member of SLCC and the Council is a member of GAPTIC. Policies in place. Employer's Liability insurance in place. Health and safety services provided by Mike Beard, Worksafely.	Existing procedures adequate
Employer Liability	Safety of staff and visitors	M/H	Employees are provided adequate direction and safety equipment needed to undertake their roles. Staff training undertaken as required and appraisals in place. Lone work policy in place.	Existing procedures adequate

			Health and safety services provided by Worksafely. Risk assessments carried out. Mobile phones issued to grounds and estate staff. Adequate office security. Limited security in building.	
Freedom of Information	Policy provision	L	The Council has a Model Publication Scheme and Freedom of Information Policy in place.	Monitor and report any impacts made under FOI
Data Protection	Mis-use of information	L	Town Council is registered with the Information Commissioner. .	Ensure annual renewal of registration (takes place by Direct Debit).
Council records - Paper	Loss through theft, fire, damage	L/M	All records are stored in the Council office. Staff retain building keys. Land and buildings registered with Land Registry.	Damage or theft is unlikely and so provision is adequate
Council records - electronic	Loss through theft, fire, damage, corruption	L/M	The Town Council's electronic records are stored on google drive.	Existing procedures adequate
Members Interests	Registers of Interests	M	Councillors have a legal duty to complete a form for the Register of Members Interests and keep it up to date within 28 days of any changes and to withdraw from a meeting in the event of a pecuniary interest. Declaration of Interests is an agenda item for all meetings.	Existing procedures adequate Members have a personal responsibility to declare interests and update their register entries
ASSETS				
Asset register	Asset register incomplete	L	An asset register is updated as required by the Town Clerk.	Existing procedures adequate
Buildings	Loss or damage	M	Buildings insured. Reinstatement undertaken. Regular checks by staff and reports from public investigated. Alarm systems in place. CCTV covers key buildings. Annual Fire Safety and PAT Testing in place.	Existing procedure adequate
Buildings	Maintenance of buildings etc	M	Buildings currently maintained. Estates Manager developing a rolling programme for management.	Existing procedures adequate

Other assets e.g. litter bins, bus shelters	Loss or damage	L	Insurance to be contacted where applicable.	Existing procedures adequate
Vehicles	Unable to use due to fire, theft, accident.	L/M	Two vehicles are owned. Comprehensive vehicle insurance in place. Vehicles stored at BVC.	Existing procedures adequate
	Third party liability	L/M		