

BLYFORD AND SOTHERTON PARISH COUNCIL Risk Assessment and Management (financial) for the period 1 April 2024 to 31 March 2025

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically.

RFO – Responsible Finance Officer PC – Parish Council ESC – East Suffolk District Council SALC – Suffolk Association of Local Councils

Topic	Risk Id	H/ M/L	Management	Staff Action	IA Freq.	PC Action
GDPR <i>Applicable to all Topics below.</i>	Personal data protection.	H	Ensure security of all data held and that users fully understand their obligations.	Remove personal data no longer required. Review GDPR & Data Protection Documents	At all Times Annually	Clerk/RFO GDPR & Data Protection Policy on website.
	Not Submitted	L	Minutes. RFO Follow up.	Diary RFO	Annual	Discuss with ESC to assist payment.
	Not paid by DC	L	Confirm non-receipt with ESC	Diary /Agenda RFO		Review year spend and cover essential items only. Alternative funding.
Internet Banking	Adequacy of Precept	H	Quarterly review of budget to actual.	Diary - RFO/TR PC decision to allocate funds from Reserve Account		Adjust budget requirements at next review.
Cash/Cheque Banking	Fraud Transactions	M	All transactions must be verified By RFO and two authorised signatories	RFO To make prompt payments of approved invoices.	Annual	Signatories to be kept up to date. Review annually.
	Fraud Transactions	L	All transactions must be verified by two authorised signatories. All cheques/cash received to be recorded in accounts spreadsheet.	RFO to ensure payments received and banked promptly.	Whenever	Signatories to be kept up to date. Review transactions at bi-monthly meetings.

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Clerk Salary	Set Annual Salary decided in March.	L	Discussed at Meeting by PC and minuted. Salary figure calculation is prior to any PAYE tax deduction.	Minuted	Annual	Ensure payment is in line with National Joint Council for Local Government Services (NJC) pay scales.
Salary Payment	L	Ensure PAYE (if appropriate) deducted from salary.	Verify – RFO	Bi-Monthly	Salary Slip signed at bi-monthly meeting. Cheque or Online payment approved by 2 signatories.	
Wrong salary paid	M	Approved at bi-monthly from SALC Payroll payslip.	Verify – RFO to contact SALC	Bi-Monthly	Any over/under payment adjusted at next submission	
PAYE Tax (Administered by SALC)	M	Clerk to liaise with SALC regarding other incomes and Tax code etc. PAYE deducted from Clerk Salary. As advised by SALC payslip.	Verify – RFO	Bi-Monthly	HMRC Cheque signed at bi-monthly meeting.	
PAYE not paid (Advise payslip not received from SALC)	L	Bi-Monthly	Verify – RFO to contact SALC	Bi-Monthly	PAYE Cheque signed at next meeting and sent to HMRC.	

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VAT	Analysis	L	In Accounts Ledger				HMRC records updated by SALC.
	Charged on purchase receipts	L	Check all receipts		Verify – RFO	Annual	Verified to receipts.
	Claim within time limit	L	Returns submitted		Verify – RFO		Ensure claims followed up within the year.
Election Costs	Invoiced at rate by DC	L	RFO check – PC Meeting minuted and paid		Verify – RFO	4 years	Ensure adequate funds available prior to year of election.
	Grants & Support	Agreement to pay	M	After consultation at meeting and minuted		RFO/TR/PC	December
Conditions Agreed		L	Reasonable Condition		Verify		
Cheque Receipt obtained		L	Signatory initials on stub etc. Follow up and place in ledger		Verify – Clerk		
Goods & Services	On agreement only if affordable in Budget	M			Clerk		
	Purchase	L	After consultation at several meetings and investigation of costing etc. Once agreed at meeting and full analysis.		RFO/ Parish Councillors	Whenever	Ordered only if funds available and agreed at PC meeting.
	Payment invoice	L	Signatory initials on stub/BACS approval and enter in ledger. Considered at Budget Setting.		RFO		
Bank Reserves	Adequacy	L			RFO and PC Opinion	Annual	Review year spend. Discuss alternative funding.

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Earmarked Reserves	Adequacy	L	Considered at Budget and Final accounts.	RFO/TR and PC Opinion	Annual	If inadequate discuss alternative funding.
Assets	Loss, Damage	M	Annual Inspection discussed at PC meeting and minuted.	RFO and PC Opinion	Annual	Update insurance and asset register if necessary; ensure asset register only purchase price.
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance.	RFO and PC Opinion		Find alternative personnel. Verify by PC and internal audit.
Staff	Loss of key personnel - Clerk	M	Hours, health, stress, training, sickness, ability.	Personal Communication	Whenever	Annual Internal Audit.
	Fraud by Clerk	L	Personal guarantee.	PC/TR Opinion		Signed by Vice Chairman in Chairman absence.
Financial Records	Inadequate records	L	RFO check half yearly.	Diary	Half Yearly	Code of conduct signed following election. (completed on-line) Agenda item.
	Accurate and legal	L	Reviewed, verified and signed at following meeting.	Agenda/clerk	Bi-Monthly	Only if funds qualify and are available
Members interests	Conflict of interest	M	Update Declarations of Interest.	Diary	Annual	
	Declaration of interest on Agenda items.	L	Declared at meetings and minuted.	Agenda/Clerk	Bi-Monthly	
	Claims procedure	L	PC on Agreement only at meeting and minuted.	Agenda	Whenever	
Grants District Council	Receipt of grant	L	Check and receipt to DC	RFO		
	Confirm use of grant	L	Letter to DC	Clerk		

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Insurance	Adequacy	H	PC discuss at January meeting. Minute reasons for (increase/decrease/no change)	Diary/Agenda/Clerk /RFO	Annual.	Ensure adequate at review meeting.
Internal Audit	Effectiveness	H	PC Review/Discuss report and minute. Appoint IA for year.	Diary/Agenda/Clerk	Feb/March Annual	Ensure Internal Audit adequate and review system or working.
Reserves Policy	Adequacy	M	Review December. PC decision for forthcoming year.	Diary/Agenda/Clerk	November/December Annual	Discuss and review adequacy of pre budgeted items
Risk Assessment	Updated	L	RFO identify changes report to PC at meeting and minuted.	RFO	May or prior to Audit	Present amended RA to PC for signing.
Budget	Adequate Funds for year.	H	RFO verify costs with Accounts Ledger. Estimate as necessary. Report to PC at meeting and minuted.	Diary. Complete predicted budget paperwork	Annual in Oct/Nov	PC discuss at PC meeting, minuted, set precept amount for financial year.
Government Devolution	Services passed down from County Council/District Council to PCs	H	PC to tender for services and ensure adequate funds to cover. Precept amount to be increased to cover.	Clerk to monitor essential services correspondence. RFO check funds.	Whenever	Identify need of service, create H&S Paperwork. Ensure Tender adequate.
Pension for employees	Government legislation that all employers must register with Pensions Regulator	M	Once PC registered it must comply with staging dates and duties management. Is employee eligible?	RFO/Clerk to follow online advice from Pensions Regulator.	As advised by Pensions Regulator	Ensure staging dates, tasks and duties entered in diary. Complete tasks on-line.

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Council to review document at least once during each financial year and action to be Minuted to evidence the review

Dates of Council's Review/Up-dates:

Date: 15/03/24 Signed: G.A. Walsh Chairperson of Blyford and Sotherton Parish Council

Date: 18/3/24 Signed: Alcock Verified by a Blyford and Sotherton Parish Council Member

Minute: 24/10