

# WPC Risk Register

Reviewed May 2023 at Full Council Meeting, 15/05/2023

Category	Potential Risk	Responsibility	Measures taken	Action 2023/24
<b>FINANCIAL RISK</b>				
Banking arrangements	Poor controls on banking arrangements open possibility of fraud or misappropriation of funds	Co-operative bank via Post Office or branch	Changes to mandate approved by Council Minute.	
Borrowing arrangements	Potential for fraud or mis-appropriation of funds	Council	All borrowing minuted and reviewed within budget statements	Borrowing subject to Parish Council approval based on business case
Budget	Inadequate overall budget causes spending difficulties / financial loss. Over estimating budget, causing increase to reserve value	The Clerk	Reviewed at committee meetings by the Clerk and committee and quarterly throughout year by full council	Strengthen in year budget management and reporting
Business Planning	Potential to have only a short-term view of planning. Lack of clarification of allocation of reserves.	Finance Committee	Business Plan in place and reviewed by Finance Committee in conjunction with reserves policy.	Requires review; new Business Plan to be developed and agreed during 2023/24
Council Financial Regulations	Regulations do not reflect any changes in year and Council acts unlawfully beyond its powers.	Council.	Annual review of adequacy	
Expenditure approval	Poor controls on spending arrangements open possibility of fraud or misappropriation of funds	Clerk Imprest / Full Council main account	Payment schedule approved at monthly meeting of Council. Budget limit on imprest a/c £1500. Scheme of delegation set within Financial regulations	
Fraud / Misappropriation of funds	Financial loss.	Finance Committee.	One internal audit per annum. One external audit per annum. The Council meet monthly and approve all expenditure. Monthly check of bank reconciliation and balances by finance chair; bank reconciliation presented to Full Council quarterly. Appointment of suitably qualified clerk. Annual review of internal controls. Annual review of the effectiveness of internal audit.	

HMRC payments	Payments not made may lead to fines or prosecution	The Clerk	Sage Payroll + support in use. Payments made monthly and reviewed by Council.	
Internal audit testing	Potential for fraud or mis-appropriation of funds	Voluntary Action Rotherham	Testing is based on internal audit principles.	Re-tender internal audit contract
Precept	Inadequate precept causes overspent budget / financial loss.	The Clerk/Council	Precept based on realistic budget. Discussed, approved and signed-off by Council annually. Regular quarterly budget monitoring statements.	Precept levels to be reviewed as part of Business Plan review.
VAT payments	Payments not made may lead to fines or prosecution	The Clerk	VAT returns performed at least quarterly, and meets HMRC digital submission requirements.	

**INSURANCE**

Insurance (robustness of provider)	Financial Loss.	BHIB Ltd	Company provide insurance cover for hundreds of local councils.	Existing insurance contract to be reviewed in 2023/24 (last year of pre-agreed 3 year contract)
Insurance Cover (consequential)	Financial loss.	BHIB Ltd	Reviewed annually and cross-checked against income/expenditure account to determine level of cover required.	
Insurance Cover (Employment & public liability)	Financial loss.	BHIB Ltd	Currently £10m	
Insurance Cover (fidelity)	Financial loss.	BHIB Ltd	Reviewed annually with due regard to maximum exposure.	
Insurance Cover (furniture/equipment)	Financial loss.	Inventory register	This figure is reviewed annually and cross-checked against the inventory register.	
Insurance Cover (physical assets)	Financial loss.	BHIB Ltd	This cover is index linked. The property (rebuilding) cost is based on insurance revaluations.	
Insurance (review of risk)	Financial loss.	Internal audit	Internal Audit is carried out once a year and the Clerk and Auditor review the general risk strategy	

**GENERAL**

Asset (maintenance)	Potential for loss, damage or mis-appropriation of assets by unauthorised persons.	Council.	Inventory register updated annually, equipment inspected.	
Contracts (actual)	Unlawful contracts entered into leading to financial loss and/or litigation.	Approved by Council	Reviewed annually	Ensure compliance with updated contract guidance re. values
Contracts of Employment	Employment Tribunals leading to potential for financial loss, and legal action.	Council.	New contracts issued to reflect changes in legislation.	
Employment Law	Employment Tribunals leading to potential for financial loss, and legal action.	Human Resources Committee.	Regular review of effects of changes to employment law via YLCA White Rose Bulletins and action plan approved by Human Resources Committee.	
Loss of computer records	Loss of data.	The Clerk	All documents saved to One Drive (cloud based storage), and backed up using Acronis (via IT provider). Key documents printed and filed in hard copy. Contract with third party IT management company to manage IT requirements.	New IT provider to be sourced 2023/24 due to change in services offered by current provider.
Loss of Parish Clerk	Council unable to function.	Council.	2x Assistant Clerks in post. YLCA locum cover available if required.	Interim arrangements put in place in January 2023 are working effectively.
Maintenance of vulnerable equipment	Injury leading to financial loss and/or litigation.	Handypersons.	Checked daily by Parish Council Handypersons	
Performance measurement	Employment Tribunals leading to potential for financial loss, and legal action.	Council.	Appraisals form part of employment contracts .	
Proper reporting in minutes. Minutes signed, paginated and numbered.	Council acts unlawfully if proper minutes not kept.	The officer of the meeting	Minutes approved each month. Committee minutes approved at the following committee meeting.	
Register of members interests	Council acts unlawfully if resolutions passed without declarations of interest.	The Clerk	New Councillors asked to sign forms. All Councillors asked to review records every year.	