

PARISH COUNCIL AIMS AND OBJECTIVES

The “Parish Council Aims & Objectives” (Risk Assessment) Policy below was Adopted by Ripplingale Parish Council at its meeting on 14th May, 2014. and amendments (Section 5) approved at its meeting on 12th June, 2014. J.M. Hallas, Chairman.

Overall Aim of Parish Council:

To provide services for, and manage and maintain the assets of, the village of Ripplingale within the law, and the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money.

Objective	Risk	Method used to Minimise Risk	Person(s) Responsible
1. To ensure compliance with the Acts of Parliament, Financial Regulations and the Council’s code of conduct.	1. Lack of knowledge of regulations and codes.	Ensure that all Councillors have copies of relative Acts, Code of Conduct, and Standing Orders. Highlight essential parts and provide training where possible.	Chair PFO
	2. Absence of standing orders	Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.	Chair PFO
	3. Actions by the PC outside its powers laid down by Parliament.	As at 1 above, but ensure that powers are highlighted or extracted into effective summary.	Chair PFO
	4. Lack of commitment to regulations and procedures.	Regular reference to appropriate regulations in agenda items. Delegation of responsibilities to individual councillors.	Chair All councillors PFO

	<p>5. Items purchased without proper tendering procedures, resulting in accusations of commercial favoritism.</p> <p>6. Payments made without prior approval and adequate control.</p> <p>7. Lack of control of signatories to cheques.</p> <p>8. VAT not properly accounted for, resulting in over claims and large demands from C&E.</p>	<p>Ensure that all councillors are aware of regulations re estimates and full tender procedures. Introduce practice of estimates for all purchases over an agreed figure.</p> <p>Ensure all payments are approved in Council meetings and recorded in minutes. Keep cash payments to a minimum, and avoid if possible.</p> <p>Keep authorised signatories to a minimum consistent with practicalities.</p> <p>Ensure appropriate publications held and that Clerk has good knowledge of regulations.</p>	<p>PFO RFO</p> <p>PFO RFO</p> <p>PFO RFO</p> <p>PFO RFO Chair</p>
<p>2. To identify and regularly review the Council's priorities.</p>	<p>1. Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement.</p> <p>2. Lack of commitment by council members</p> <p>3. No risk analysis carried out.</p>	<p>All councillors to be made aware of need for objectives and identification of risk. Attend training sessions if practicable.</p> <p>Add risk assessment to agenda at least quarterly, reviewing particular items, and results against those items.</p> <p>As at 1 above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission</p>	<p>Chair Clerk</p> <p>All Councillors Clerk</p> <p>Clerk All</p>

	4. No steps taken to combat identified risks	As at 2. above.	Councillors All Councillors
4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all assessed risks.	1. Lack of knowledge of possible culpability of councillors. 2. Lack of education of Councillors regarding culpability. 3. Inadequate insurance cover taken out – property, personal liability, employer’s liability.	Creation of Standing Orders and familiarisation with those where greatest risk occurs. As at 1. above. Delegate responsibility to one or two councillors to assist newcomers to understand culpability. Attend any training courses available. Review risk assessment by including on agenda of PC meetings at least quarterly. Delegate responsibility for keeping up-to-date with insurance requirements to an individual councillor.	Clerk All Councillors Chair All Councillors All Councillors Chair
5. To keep appropriate books of account accurately and up-to-date through out the financial year.	1. Lack of knowledge of accounting requirements 2. Lack of commitment to accounting requirements. 3. Bank charges unnecessarily	Ensure that all councillors are familiar with current financial regulations and include them in standing orders. Regularly review standing orders. Appoint a councillor to take overall responsibility for monitoring financial management. As at 1. above. RFO(Clerk) to produce financial reports at all meetings. Internal audit reports to be made available	Clerk All Councillors Chair As at 1 Clerk Clerk

	incurred	to all councillors and any recommendations to be acted upon promptly.	RFO Clerk Internal Auditor
	4. Failures and inaccuracies in recording amounts, totals in books of account, and bank reconciliations.	Responsible Councillor to carry out regular inspection of books of account. Internal audit to be undertaken periodically during the current financial year.	Councillor Internal Auditor
	5. Inaccuracies and interest losses caused by account transfers.	Responsible Councillor to ensure that books of account are formatted in such a way that internal controls are included and activated. Regular internal audits to advise on internal controls required.	Councillor Clerk
	6. The most beneficial interest terms not being employed.		
	7. Inadequate control of cash receipts and payments.	Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest bearing account.	RFO Clerk
	8. Books of account not kept up to date/ invoices not posted promptly.	Ensure that favorable interest rate is obtained in deposit accounts and review against alternatives, but bearing in mind the risks in changing accounts.	RFO, Int. Auditor Clerk#
			As above

	<p>9. Internal controls not in place or not operated.</p> <p>10. Payments missed or delayed due to inadequate filing of invoices.</p> <p>12. Clerk taken ill or leaves without replacement</p>	<p>Avoid cash payments and receipts if possible. Where cash payments and receipts are unavoidable use a properly controlled petty cash account with a set maximum balance.</p> <p>Regular checks by Responsible Councillor and internal auditor. Financial reports at all PC meetings.</p> <p>Appoint a Responsible Councillor to be familiar with all aspects of financial matters.</p>	<p>As above</p>
<p>6. To ensure that payments made from council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.</p>	<p>1. Lack of knowledge of wishes of residents.</p> <p>2. Use of funds not giving value for money.</p> <p>3. Use of funds not in accordance with the wishes of the residents</p> <p>4. Charges for use of facilities inadequate.</p>	<p>As at 3.2 Ensure residents are consulted on all major financial issues.</p> <p>Effective budget planning processes. Creation of annual plan after consultation process. Creation of outline 2/3 year plan.</p> <p>As at 2 above Appointment of RFO to create effective financial management. Internal audit checks to cover consultation process.</p> <p>Effective financial management by RFO.</p>	<p>Clerk All Councillors</p> <p>Clerk, Chair All Councillors All Councillors</p> <p>As at 2 Chair</p> <p>Internal auditor</p>

	5. Fund raising not properly controlled or not in accordance with regulations.	Internal audit checks. All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.	Clerk, RFO Internal auditor All, Councillors Clerk, RFO
7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves (including contingencies) are appropriate.	1. Lack of knowledge of budgetary process, and Council regulations. 2. Lack of commitment to budgetary process. 3. Inadequate consideration of requirements for annual precept. 4. Calculation not in accordance	Include regulations in Standing Orders issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing budgetary process to one councillor or to councillor appointed as RFO As at 1. above Involve all councillors in budgetary process not solely the clerk. Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing budgetary process to one councillor or to councillor appointed as RFO Start consideration of calculation at least 4 months prior to submission date	Clerk Clerk Chair Clerk, Chair Chair Clerk Chair Clerk Clerk, Chair RFO, Int.

	<p>with Council regulations.</p> <p>5. Inadequate internal controls with regard to monitoring expenditure.</p> <p>6. Reserves too low.</p>	<p>Create annual and 2/3 plans to assist in process.</p> <p>Checks by RFO and Internal Auditor.</p> <p>Checks by RFO and Internal Auditor. Financial and budget progress reports to all PC meetings.</p> <p>As at 5 above.</p>	<p>Auditor</p> <p>RFO, Int. Auditor Clerk</p> <p>As at 5</p>
<p>8. To explore all possible sources of income, and to ensure that expected income is fully received.</p>	<p>1. Lack of knowledge of possible sources of income e.g. grants.</p> <p>2. Lack of commitment to pursue possible sources of income.</p> <p>3. Receipts not banked or not banked promptly.</p> <p>4. Debts not pursued promptly.</p> <p>5. VAT claims not made promptly or made incorrectly.</p>	<p>Appoint a councillor as Grants Officer to gain experience of all grants available and application procedures.</p> <p>As at 1.</p> <p>Regular checks by councillor appointed as RFO. Internal audit checks.</p> <p>As at 3. above.</p> <p>Ensure Clerk has appropriate and up-to-date VAT official publications. Regular checks by councillor appointed as RFO. Internal audit checks.</p>	<p>Chair</p> <p>As at 1</p> <p>RFO Internal auditor</p> <p>As at 3</p> <p>Clerk</p> <p>Internal auditor</p>

<p>9. To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored.</p>	<p>1. Inappropriate rate of pay to employees.</p> <p>2. Tax and NI arrangements not in accordance with regulations.</p> <p>3. Amounts paid to contractors not in accordance with contract and inadequately monitored.</p>	<p>Ensure employee regulations are available and understood by Clerk Checks by councillor appointed as RFO. Internal audit checks</p> <p>As at 1 above.</p> <p>Internal audit checks Checks by councillor appointed as RFO Appoint councillor to monitor contract work carried out.</p>	<p>Clerk RFO, Internal auditor</p> <p>As at 1</p> <p>Internal auditor RFO Chair</p>
<p>10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.</p>	<p>1. Lack of knowledge of Council regulations and procedures.</p> <p>2. Late or non- submission of annual accounts.</p> <p>3. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.</p> <p>4. Inadequate audit trail from records to final accounts.</p>	<p>Include financial regulations in Standing Orders. Attend training seminars where available.</p> <p>Include a time table in Standing Orders. Councillor appointed as RFO to monitor progress against timetable and report to PC meetings.</p> <p>Checks by councillor appointed as RFO Internal audit checks</p> <p>As at 3 above.</p>	<p>Clerk All councillors</p> <p>Clerk RFO</p> <p>RFO Internal auditor</p> <p>As at 3</p>
<p>12. To comply with</p>	<p>1. Lack of knowledge of</p>	<p>Clerk to have all appropriate legislation</p>	<p>Clerk</p>

<p>appropriate Government legislation regarding disability, racial equality, safeguarding children, Freedom of Information, and Data Protection.</p>	<p>applicable legislation</p> <p>2. Lack of public awareness of applicable legislation.</p> <p>3. Failure to comply with applicable legislation.</p>	<p>available. Review liabilities and responsibilities periodically at PC meetings.</p> <p>Include, as appropriate, in any public consultations.</p> <p>As at 1 above</p>	<p>Chair</p> <p>Clerk</p> <p>As at 1</p>
<p>13. To ensure that adequate safety checks are carried out on all buildings, properties, and equipment for which the council is responsible.</p>	<p>1. Lack of information on properties, buildings and equipment.</p> <p>2. Lack of knowledge of safety requirements.</p> <p>3. Lack of commitment to carrying out safety checks.</p>	<p>Ensure that all current legislation and advice is held by Clerk. Include in asset register all properties for which PC responsible.</p> <p>Ensure that all current legislation and advice is held by Clerk. Place subject as item on PC meeting agenda at regular intervals.</p> <p>As at 2. above. Delegate responsibility for particular properties to individual councillors.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>As at 2 Chair</p>
<p>14. To take all reasonable steps to ensure that the Council is aware of residents' wishes with regard to all financial</p>	<p>1. Poor communication systems with village residents.</p>	<p>Ensure effective, regular and easily accessible communication systems in place. Display minutes of meetings on website and in accessible places as soon as</p>	<p>Clerk, Chair</p>

<p>and policy decisions, and ensure that such wishes are taken into account in the short and long-term planning processes.</p>	<p>2. Lack of contact with various sections of the community.</p> <p>3. Poor financial and policy decisions made.</p> <p>4. Loss of confidence in PC by village residents.</p>	<p>possible.</p> <p>Identify members of the Community with special needs or those who are vulnerable.</p> <p>Ensure facilities exist to hear all possible views on policy decisions.</p> <p>Ensure that all policy and important financial decisions are communicated to the residents, detailing reasons for making the decisions.</p>	<p>Chair</p> <p>All Councillors</p> <p>Clerk, Chair</p> <p>Clerk, Chair</p>
<p>15. To ensure that prompt and appropriate action is taken, in cases of emergency, to safeguard the welfare of residents.</p>	<p>1. Lack of knowledge of possible emergencies that could arise in the village.</p> <p>2. Lack of an action plan to cover possible emergencies.</p> <p>3. Lack of information as to assistance available from other authorities</p> <p>4. Failure to communicate information to residents.</p> <p>5. Failure to allocate</p>	<p>Document all possible emergency scenarios and threats to safety of residents.</p> <p>Prepare action plan and review at regular intervals.</p> <p>Liaise with other authorities to identify appropriate responsibilities and facilities available.</p> <p>Ensure that systems are in place to inform villagers of actions to be taken.</p>	<p>Clerk</p> <p>Clerk, Chair</p> <p>Clerk, Chair</p> <p>Clerk</p> <p>Clerk</p>

	responsibilities to councillors and other seconded persons.	and contact names. Record allocated responsibilities in detail, and review at regular intervals.	
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