

## AMBLE TOWN COUNCIL: FINANCIAL RISK ASSESSMENT AND MANAGEMENT 2017/18

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by rate of inflation. <b>Re-valued for building costs at 4-year intervals.</b> (Last done 2014). Street furniture insured.
	Security of buildings, equipment etc	M	<b>Building security in line with recommendations by Crime Prevention Officer- 4 yearly update</b> (Last done 2006-7). Contents insured. Door locks checked regularly. Key register kept. Discount items under value of policy excess level.
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis. <b>Compile planned programme to ensure maintenance. Check small electrical and safety equipment annually.</b>
Finance	Banking	M	Payments made via BACS (on-line banking) and receipts by cheque or cash. Most of banking carried out by RFO/Administrative Officer. All cash income banked upon receipt.
	Risk of consequential loss of income	M	Insurance cover. Important documents backed-up and taken off premises.
	Loss of cash through theft or dishonesty	H	Receipts issued. Cemetery stores checked regularly. Fidelity Guarantee <b>£200,000?</b> . Minimum of two monthly records in meeting and check of bank statements ensure amounts have been paid into bank.
	Financial controls and records	M	Minimum of two monthly records reported by RFO to Council. Monthly bank reconciliation reported. Two designated signatories for BACS payments. Internal and external audit.
	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims calculated by RFO. Internal and external auditor to provide double check.
	Sound budgeting to underline annual precept	M	Amenities Committee and Council receive detailed budgets in late autumn. Precept determined by full Council is derived directly from this. Cemetery fees and Council rents reviewed annually. Expenditure against budget

			reported to Council monthly.
	Complying with borrowing restrictions	L	No new borrowing likely at present. A Treasury Management/Banking Strategy has been introduced and endorsed by Council 11 <sup>th</sup> January 2018
	Petty cash	M	Report minimum of two monthly to the Council.
Liability	Risk to third party, property or individuals	M	Insurance in place. Play area, Paddlers Park, Cemeteries, Garden, seats, litter bins, floral containers and bus shelters checked regularly. <b>Trees on rolling maintenance programme</b> and investigated when damage reported. Memorial Stability checked regularly. Risk assessments of individual events carried out as necessary. Public Liability Insurance in place at Insurer's recommendation.
	Legal liability as consequence of asset ownership (especially cemeteries, play area, garden and allotments)	H	Insurance in place. Weekly check of play area and written records kept. Annual checks by ROSPA of play area. Regular checks on Cemetery etc.
Employer Liability	Comply with Employment Law	M	Clerk/RFO monitor changes in legislation. Clerk is member of SLCC. Employer's Liability and Personal Accident cover at Insurer's recommended level for employees, Members and Volunteers.
	Comply with Inland Revenue requirements	M	Regular advice from IR. Internal and external auditor carry out annual checks. Northumberland County Council now provide a full payroll service.
	Safety of Staff and visitors	M	Regular assessment checks of Office, Cemeteries, Paddlers Park, Phillip Drive Play Area etc.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Legal expenses cover at Insurer's recommended level.
	Proper and timely reporting via the Minutes	M	Council meets every month and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Office.
	Proper document control	M	Original leases and legal documents kept in the office or Northumberland Archives. Other data storage to comply with Data protection act. Publication Scheme in place. Paper retention policy in place.

## **OTHER RISKS**

### **Procedure to Cover risk of All Councillors resigning.**

The Clerk/Administrative Officer have delegated powers to deal with all Council business with advice from NALC and SLCC.

### **Procedure to Cover Absence of Clerk/RFO.**

1. Absences up to 2 weeks:
2. Administrative Officer asked to cover. If unavailable;  
Delegated powers are given to the Chair and/or the Vice Chair of the Council to handle as they arise- post/ e-mails/ telephone messages/ any other matter which cannot be reasonably left until the Clerk's/ RFO's return.  
If they are unavailable to carry out these duties, the Chair is to delegate an unpaid Councillor or a suitably qualified person.
3. Absences likely to be longer than 2 weeks:  
Whilst carrying out the above procedure, contact NALC to ascertain if temporary assistance is available.
4. If a pre planned absence of over 2 weeks e.g. extended holiday, planned operation,  
Contact other Clerks to ascertain if temporary assistance is available.

### **Procedure to Cover Extremely Urgent Matters**

The Clerk/ RFO/ Administrative Officer has delegated powers to handle urgent enquiries and complete questionnaires.

Financial Regulations are in place to allow the Clerk/ RFO/ Administrative Officer to handle these matters up to a maximum of £1,000. The Chair/ Vice Chair must be informed as soon as possible, and full Council must ratify the decision. If the Clerk/ RFO/ Administrative Officer is unavailable, then the Chair of Council or the Vice Chair is delegated to carry out the necessary actions.

Any other urgent matters which cannot be reasonably left to be dealt with by calling a Special Council meeting: Delegated powers are given to the Clerk/ RFO/ Administrative Officer and any two from Chair/ Vice Chair of Council or Amenities. The decision to be ratified at the next scheduled meeting of Full Council.

### **Procedure to Cover Bad Debts including Rents and Training Fees.**

If these relate to an employee of the Council, then wherever possible the RFO is delegated to notify that person in writing of the sum which is overdue and will be deducted from their salary - if necessary over a period of time - and then to commence the procedure (new employees will be informed on commencement of employment.)

The RFO is delegated to write to any defaulter requesting within 7 days, immediate payment or a meeting to discuss repayment arrangements.

The RFO is delegated to accept repayment terms after negotiation with the debtor bearing in mind their circumstances. Any agreement must be in written form and signed by the debtor and the RFO. If no response is forthcoming within 30 days, the RFO will write again with the same request but stating no response will result in the instigation of Court Proceedings.

Having no response to this second letter within 30 days, the RFO is delegated to initiate Court Proceedings. The RFO will inform the Debtor, the Chair and Vice Chair of the Council and report these actions to the next scheduled meeting of the full Council.