

## Liskeard Town Council

### FINANCIAL RISK ASSESSMENT 2021

AREA	RISK(S) IDENTIFIED	RISK LEVEL	POTENTIAL IMPACT	MANAGEMENT / CONTROL OF RISK	REVIEW / ACTION REQUIRED
<b>Finance</b>					
Banking	Failure of Bank	Low	High	Arrangements with HSBC and Lloyds. Deposit with Cornwall Council Fidelity Guarantee Insurance cover of £700,000 (recommended amount total reserves plus 50% precept) Reserves Policy	Review annually
Investments	The Town Council does not have any investments at present			Investment Strategy in place to guide future activity.	
Borrowings	The Town Council does not have any borrowings at present.			Investment Strategy in place to guide future activity.	
Adequacy of Precept	Precept amount inadequate.	Low	High	Budget and Precept considered by committees and agreed by Council by 31 January.	Maintain existing procedures.
	Requirement not submitted in time			The precept deadline is noted and complied with by the RFO.	
	Unexpected/unbudgeted expenditure e.g. emergency repairs	Medium	High	Committee budgets reported and monitored at each meeting. Reserves Policy	*Covid19 has caused unbudgeted expenditure e.g. Social Emergency Fund in 2020/21– this has

					been considered in the 2021/22 budgeting process but continuous monitoring required.
Rental Income	Failure of tenants / hirers to settle invoices Unexpected loss of income  Inadequate charges	Medium	Medium	Regular review of debtors and chasing of outstanding invoices as per Credit Management Policy and Procedures. Aged debtors reported to Council/Finance, Economic Development and General Purposes committee for monitoring.  Annual review of hiring fees and allotment charges. Valid leases in place for all Guildhall units and reviewed in line with the agreement.	Maintain existing procedures.  *Covid19 has reduced Public Hall and Guildhall expected income in 2021/22. Reduced projections have been used for the 2021/22 budget setting process, but continuous review required.
Financial Controls and Records	Inadequate or inaccurate records leading to financial irregularities.  Errors in record keeping.  Falsification of records.	Medium	Medium	Financial Regulations reviewed annually. Internal and external audit undertaken, and reports considered by Council, with recommendations prioritised for action Programme of internal checks and controls carried out by Councillors. Separation of duties – invoicing, receipt of payments and banking separated from account recording and bank reconciliation – different members of staff have responsibility for these functions.	Maintain existing procedures.  *Covid19 restrictions have limited Councillors ability to make some internal checks – continue to review to reflect current guidance.
Petty Cash	Payments not accounted for. Loss through theft of dishonesty.	Low	Low	Maximum holding £300 Reconciled monthly All payments supported by relevant paperwork.	Maintain existing procedures.
Cash	Loss through theft or dishonesty.	Medium	High	Cash reconciled and banked weekly. Unbanked cash locked in safe. Low value and level of cash transactions. TIC cash reconciled and banked monthly – with records sent to Accounts Clerk – maximum £500 limit	Maintain existing procedures.

				Museum donations reconciled and banked monthly	*Consider how a limit on the museum donations could be monitored
Bank Reconciliations	Inadequate checks Bank errors	Low	Medium	Bank reconciliations completed monthly, by the account's clerk and checked by the RFO. Regular verification check carried out by non-signatory Councillor.	Maintain existing procedures.
Payments	Goods not supplied but invoiced. Invoices incorrect Invoices unpaid (penalty charges)	Medium	Medium	All invoices checked and initialled for accuracy and checked against original order and receipt of goods/services by RFO. 2 signatures on all cheques and stubs initialled to confirm payee and name on stub match. List of payments presented to Council/Finance, Economic Development and General Purposes Committee monthly for authorisation. Clear audit trail of all expenditure. Rialtas Omega accounting software used. Invoice due dates checked on receipt	Maintain existing procedures.  *New system for BACS payments to be used and consider whether an appendix to the Financial Regulations are needed.
Approval of Expenditure	Unauthorised purchases Fraud	Low	Medium	All payment orders authorised by Council as per Financial Regulations. Whistleblowing Policy	Maintain existing procedures.
Cheque Books	Loss of cheques Fraudulent use	Low	Medium	Cheque books held securely No blank cheques signed	Maintain existing procedures.
Debit Card	Loss / theft Fraudulent use	Low	Low	Card retained in safe No PIN number issued – only used for online/telephone payments Only card held on separate number 2 account with maximum balance £2,000 Use of card authorised by Town Clerk Details included in list of payments presented to Council / Finance, Economic Development and General Purposes Committee	
Salaries	Incorrect payments to staff	Low	Medium	SAGE payroll calculates wages monthly. Details input by accounts clerk and checked by RFO before payments processed. Subject to internal audit	Maintain existing procedures.

	Loss of key staff / skills			Salary spinal points and hours worked confirmed annually by Council, and subject to internal control check by a Councillor.  Business Continuity Plan in place for long term / permanent loss of key staff / skills	*Review Business Continuity Plan with benefit of experience of covid 19  *Produce procedures manuals for all job roles
Annual Return	Not submitted on time Incorrectly completed	Medium	Medium	RFO aware of date	Maintain existing procedures.
<b>Assets</b>					
Security of buildings / property	Vandalism, fire, flood, leaks, weather and accidental damage	Medium	Medium	Buildings and property insured and reviewed annually (see below) Fire and intruder alarms with automatic response for some buildings but not all. Weekly fire alarm checks and annual servicing. PH Fire alarm upgraded and extended to L2 summer 2018. PH main exit route protected with new fire doors throughout that area. Guildhall Fire Alarm upgraded to L3 summer 2018. New fire doors installed 2020. Buildings secured outside working hours CCTV coverage at Public Hall and Foresters Hall Weekly checks conducted of remote locations e.g. parks, toilets, allotments Utility meters read monthly. *Low crime rate in Liskeard Business Continuity Plan in place if alternative premises required to maintain services.	Maintain existing procedures.  *Upgrade being undertaken of Foresters Hall dual com alarm connections.  *New key and alarm fob register required with items issued signed for
Maintenance of buildings / property	Inadequate maintenance of buildings, vandalism	Medium	Medium	Facilities manager ensures maintenance completed in a timely manner and to a good standard.	Maintain existing procedures.

				Plant and machinery serviced and tested in compliance with regulations All buildings inhabited or regularly inspected. Capital provision made for large scale maintenance / renovation Asset register regularly maintained	*Add column to asset register for condition and longevity of asset
Security of valuables (silver and regalia)	Loss, theft or damage	Medium	High	Silver stored in safe compliant with requirements of insurance company. Keys and combination maintained at remote location. Only withdrawn for civic occasions. New insurance valuation obtained 2017. Regalia stored in safe and immediately returned after use. Insurance in place and indexed.	Maintain existing procedures.  Revalue 10 yearly
<b>Legal Liabilities</b>					
Ensuring the Council acts within its legal powers	Ultra Vires Acts incurring financial liability	Low	High	Town Clerk and RFO & Deputy Town Clerk are CiLCA qualified General Power of Competence in place and renewed at each new Council term as required. Use of advice from NALC/CALC and SLCC Members follow the Code of Conduct Scheme of Delegation / Terms of Reference in place to delegate matters to committees Standing orders regularly reviewed	Maintain existing procedures.  *NB temporary measures in place during the covid19 pandemic to be reviewed along with legislation to permit the continued use of virtual meetings
Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered Policy lapsed	Low	High	Review of insurance with brokers annually and upon taking up new assets, responsibilities, museum loans, etc Buildings reinstatement values desktop review completed after switching insurer November 2019 and cover updated as recommended.	Maintain existing procedures.

Compliance with Employment Law	Acts outside the Employment Law could lead to financial liability	Low	High	Contract with professional HR advisers and insurers Ellis Whittam. Approval of employment matters by Staff Committee Up to date contracts for all staff New Employee handbook with up to date policies introduced Nov 2016.	Under constant review  *To be updated
Compliance with HMRC and Pensions Regulator requirements.	Payments missed.  Quarterly VAT returns inaccurate or submitted late.  Pension enrolment rules not followed  Pension returns not made in a timely manner leading to fines from the regular	Low	High	Sage Payroll system calculates wages, pension and NI. VAT returns processed within Rialtas and MTD enabled. Specialist advice obtained where necessary e.g. VAT Liaison with Cornwall Council Pension Services Subject to internal audit	Maintain existing procedures.
Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault.	Medium	High	Council has Health and Safety policy and employs consultants Ellis Whittam, who offer annual review and support to ensure procedures are up to date. External review of all policies and procedures carried out Feb 2017 by SWAAT Risk assessments in place for all property and processes and regularly reviewed Appropriate levels of Public Liability and Employers Liability insurance (recommended £10m) Lone working minimised and managed Appropriate PPE issued with instructions for use Appropriate training given to staff and logged Staff Training and Development Policy Training log maintained Event Management Plans and risk assessments completed for local events	All risk assessments reviewed annually.  *Additional covid19 risk assessments completed on all facilities and reviewed as guidelines change.  *New lone working policy required (to include covid19 section).

				<p>Trained first aiders  Accident records kept and reported where necessary  Annual Display Screen Equipment reviews undertaken  Contract out grass cutting, weed control, footpath maintenance where council does not have suitably qualified staff to undertake these functions.</p>	<p>*New PPE requirements for covid 19 complied with  *DSE assessments carried out for home working.  *Consider home working policy for future use  *Return to work interviews to be held before staff return to the buildings</p>
Legal liability as a consequence of asset ownership	Injury caused through fault with asset or incorrect training in operation.	Low	High	<p>Buildings and other assets inspected regularly by staff for faults.  PAT tests carried out annually – last done August 2020  Appropriate training given and logged  Public liability insurance in place (recommended £10m)  Facilities Manager and Caretaker/Handyman RoSPRA qualified  Regular RoSPRA inspections carried out at parks and recorded (caretaker has RoSPRA training to carry out)  Legionella control tests carried out monthly</p>	<p>Under constant review  *NB equipment currently used at home not tested  Valid until 19/9/2021  Valid until 10/2/2023</p>
Computer records	<p>Reliability of system  Loss of data through system error or theft  Corruption of data from viruses or hacking  Loss of data through damage to hardware</p>	Low	High	<p>Back up to icloud  Local monthly back up of all records to memory sticks/external hard drive retained in fireproof safe  External IT support service used  Professional anti-virus software (AVG business)  All computers and accounts/payroll software password protected and regularly updated</p>	Maintain existing procedures.

Tendering process	Procedures not followed for significant contracts Best value not achieved Fraud	Low	Medium	Standing Orders correctly followed Procurement procedures in place and staff have received training Contracts reviewed annually	Maintain existing procedures.
Register of Members' Interests	Not maintained in accordance with Code of Practice	Low	Low	Up to date Code of Conduct adopted by Council. Councillors encouraged to attend training Register of interests filed with Cornwall Council. Declaration on all agendas that Interests are up to date Gift / hospitality register held	Maintain existing procedures.
Proper document control	Documents unaccounted for  No proof of documents received	Low	Low	Filing system established and updated Data Protection Act requirements in place to comply with GDPR Registered with ICO Documents date stamped on receipt and actioned by staff Councillors' mail available for collection	Maintain existing procedures.
Internal Financial Controls and Internal Audit	Proper financial controls not maintained.  True financial position not known	Low	High	Financial Regulations in place and updated regularly Regular reports to all committees and Council for budget monitoring Councillors encouraged to undertake financial training Balances reported regularly to Council / Finance, Economic Development and General Purposes committee	Maintain existing procedures.  *Continue to implement new system of internal controls
<b>Administration</b>					
Reports and records	Improper and untimely reporting of meetings via the minutes	Low	Low	Council meets bi-monthly to receive and approve the minutes of meetings held in the interim. Minutes are made available to the press and public via the Council website. Meetings are recorded	Maintain existing procedures.

Adopted by the Finance & General Purposes Committee 17 January 2017



Reviewed April 2018

Reviewed internally January 2019

Reviewed by Council 28 July 2020

Reviewed by Council 27 April 2021

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