



GREATWORTH AND HALSE PARISH COUNCIL

RISK MANAGEMENT POLICY



The following control systems are in place to ensure that Greatworth and Halse Parish Council is doing everything possible to protect the electorate from financial risk and harm. This document will be reviewed annually.

Financial Risks

Risk	Mitigation	Monitoring/Action
<p>1. Risk of funds being unavailable due to employee's unauthorised removal or mismanagement.</p>	<ol style="list-style-type: none"> 1. Fidelity Insurance up to £100,000. 2. All expenditure to be approved at council meetings, following inclusion within the agenda for that meeting (open to public inspection). 3. Requirement for two Councillors to authorise all online payments and to sign all cheques, and to initial the cheque stub to confirm the details on both are the same, in accordance with the Council's banking mandate. 4. The RFO will make regular returns to the Inland Revenue to ensure that they are kept informed of monies paid to the Clerk, or any other employee. 5. Year-end accounts will be prepared by the RFO for circulation to the Parish Council by the end of May following the financial year-end on 31st March. 6. Appointment of Independent Internal Auditor will be reviewed annually at the AGM in May of each year. 7. Council to obtain employment references covering the previous three years for all new employees. Where employment references are not available, and having established an acceptable reason why, character references must be sought. 8. No petty cash to be kept. 9. Clerk to claim expenses at least quarterly. 	<ul style="list-style-type: none"> ▪ Financial statement received at every parish council meeting. ▪ The Internal Controls Councillor will carry out a regular review of the accounts (at least every 3 months) and report their findings to the Council.
<p>2. Risk of accounting errors due to lack of financial control.</p>	<ol style="list-style-type: none"> 1. The RFO's job description to be reviewed annually. 2. All financial documentation will be held by the Responsible Financial Officer, e.g. cheque books, paying in books, invoices, receipts, bank statements, VAT reclaim papers, electronic receipts and payments accounting system. 	<ul style="list-style-type: none"> ▪ The Internal Controls Councillor will carry out a regular review of the accounts (at least every 3 months) and report their findings to the Council. ▪ Financial Regulations to be reviewed annually.

	<ol style="list-style-type: none"> 3. Back up of computerised systems to be undertaken at least monthly. 4. Cheques will be written and entered on the computerised receipts and payments system within one day of the meeting authorising payment. 5. Cash and cheques will be entered on the computerised receipts and payments system upon receipt and banked by the RFO as soon as reasonably practicable. 6. Bank statements will be reconciled with the computerised receipts and payments system. 7. VAT will be reclaimed at least annually. 8. A receipt will be issued for all monies received by the Council, except items received through BACS. 9. Appropriate training to be provided for RFO as and when needs identified. 	
3. Risk of budget overspend	<ol style="list-style-type: none"> 1. A Budget meeting will be held annually to determine the budget for the following financial year and to determine the precept to be applied for. 2. There will be an annual review of contracts e.g. grass cutting, on each anniversary of the grant of the contract, except where longer length contracts have been agreed. 3. The Contract of Employment and salary of the Clerk, or any other employee, will be reviewed annually at the Budget meeting. 	<ul style="list-style-type: none"> ▪ The Internal Controls Councillor will carry out a regular review of the accounts (at least every 3 months) and report their findings to the Council. ▪ Financial Regulations to be reviewed annually. ▪ The Clerk to provide an update of spend vs budget at each Ordinary meeting.
4. Risk of under insurance of parish council assets	<ol style="list-style-type: none"> 1. Insurance cover will be reviewed annually to ensure adequate cover is maintained. 2. An Asset Register will be maintained by the Clerk and updated at the time assets are added or removed, and will be presented annually to the Council. 	<ul style="list-style-type: none"> ▪ The Internal Controls Councillor will carry out a regular review of the accounts (at least every 3 months) and report their findings to the Council. ▪ Financial Regulations to be reviewed annually.

Public Liability

5. Risk of harm to public using benches and bus stop within the parish.	<ol style="list-style-type: none"> 1. Public liability insurance up to £10 million. 	<ul style="list-style-type: none"> ▪ Annual inspection by nominated Health & Safety councillor(s). ▪ Records of inspection kept by the Clerk.
6. Risk of harm to public using play equipment at Brownsills and Happylands.	<ol style="list-style-type: none"> 1. Public liability insurance up to £10 million. 	<ul style="list-style-type: none"> ▪ Annual inspection by Playsafety Limited ▪ Bi-monthly inspection by Playground working group. ▪ Records of inspection kept by the Clerk.

		<ul style="list-style-type: none"> ▪ Clerk authorised to take appropriate action when damage is reported.
7. Risk of harm to public from streetlights within the parish.	<ol style="list-style-type: none"> 1. Public liability insurance up to £10 million. 	<ul style="list-style-type: none"> ▪ Annual inspection by nominated Health & Safety councillor(s). ▪ Records of inspection kept by the Clerk.

Employer's Liability

10. Risk of compensation claim from employee for malpractice or injury.	<ol style="list-style-type: none"> 1. Contract of Employment issued to employee within 1 month of commencement of employment. 2. Job description of employee reviewed annually. 3. Appraisal carried out annually by Chair. 4. Matters relating to employees to be discussed in confidence. Public and press to leave the meeting room as well as employee and minutes recorded as confidential. 5. Appropriate training to be provided for all identified training needs necessary to carry out role. 6. Health & Safety assessment carried out annually by designated member of the council on clerk's/RFO's working station and immediate working area (where working from home), risks identified and reported to council and action taken to reduce risks. 7. Appropriate equipment to be provided to ensure that employee can carry out role effectively and safely. 	<ul style="list-style-type: none"> ▪ The Clerk to agenda items for annual review.
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Approved by Council on: 2nd March 2026

Signed (Chair): ClIr Bingham

Next review: March 2027