

Reviews - Delegated to the Clerk - 27th September 2016 Minute No. 236/16 b

Reviews	Clerk	Full Council	Minute No
Reviewed	21st February 2017	28th February 2017	305/17a

Governance and Accountability for Smaller Authorities in England Section 5 June 2016

AGS assertion 5: Risk management

Background

- 5.87. Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 5.88. Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. **The authority generally and members individually are responsible for risk management.**
- 5.89. Risk management is an ongoing activity that comprises four elements:
- identifying risks;
 - assessing risks;
 - addressing risks; and
 - reviewing and reporting.

FINANCE - YWPC Risk Assessment

Subject	RISK	Notes	Impact	Likelihood	Score	Level	Risk Matrix				Responsibility	
							Likelihood	Impact	Score	Level		
							Very Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	
							Likely (3)	Low (3)	Medium (6)	Medium (9)	High (12)	
							Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	
							Remote (1)	Low (1)	Low (2)	Low (3)	Low (4)	
								Minor (1)	Serious (2)	Significant (3)	Major (4)	
							Controls					
Precept	Adequacy of precept		2	2	4	Low	Preparation of detailed budget. Quarterly budget reports to council				Responsibility - Clerk Risk minimised	
Financial Controls and records	Loss of funds - FSCS Protection - Money held in bank in excess of £75,000 not protected by FSCS	Changed July 15 - small local authorities now covered by FSCS	3	2	6	Medium	Alternative provider approved by council to deposit excess funds - Action: Application to the Co-operative Bank to open a deposit account has been made to ensure the majority of YWPC funds held are protected by FSCS.				Responsibility - Clerk/Council Risk minimised	
	Unauthorised expenditure		3	1	3	Low	All expenditure presented to council meeting for approval. Cheques signed in accordance with Financial Regulations. - Cheques require two Members signatures, all payments and invoices are checked and initialled by the scrutiny group prior to the cheques being presented to council for signature. Monthly bank reconciliations are completed and checked by the scrutiny group. Quarterly bank reconciliations are presented to full council for signature by the Chairman.				Responsibility - Clerk/Scrutiny Group Risk minimised	
	Loss of funds through theft or dishonesty		2	2	4	Low	Fidelity Guarantee cover level is currently £200,000.00. Petty Cash payments supported by receipts and checked monthly by the scrutiny group. Annual insurance review checks level of fidelity guarantee is adequate in relation to current funds held.				Responsibility - Clerk/Council/Insurance/Scrutiny Group Risk minimised	
	Proper financial records not kept		3	2	6	Medium	Excel spreadsheet (cashbook) completed monthly; bank reconciliation completed monthly for the scrutiny group to show that bank statements match the balance reported. Quarterly bank reconciliations are completed and presented to the council for signature. Internal auditor to provide assurance and external audit completed.				Responsibility - Clerk Risk minimised	
	Council business not properly recorded		1	1	1	Low	Resolutions recorded within the minutes. Councillors have the opportunity to comment on draft minutes prior to the presentation of formal adoption. Master copy signed, numbered and retained All expenditure must be approved by council and in accordance with Financial Regulations.				Responsibility - Clerk Risk minimised	
	Members unaware of level of funds held		1	1	1	Low	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting				Responsibility - Clerk Risk minimised	
	Inland Revenue requirements not met (PAYE and VAT Claim)		2	1	2	Low	Trained Clerk - HMRC basic pay tools calculates PAYE and paid monthly and approved by council. VAT calculated and claimed annually by RFO. Internal auditor to provide assurance.				Responsibility - Clerk Risk minimised	
Staff	Payments paid incorrectly		2	1	2	Low	All payments are checked and signed monthly by the scrutiny group HM Revenue & Customs Employer software used for PAYE & NI. Monthly returns to Inland Revenue. Ensure up-to-date software is used for calculations. Provision for pension/gratuity is considered when setting precept.				Responsibility - Clerk/Scrutiny Group Risk minimised	
Assets	Assets not fully protected against physical damage, fire and theft	Office Contents £1,818.53 Street Furniture £37,025.62 Gates and Fences £5,618.63 Playground Equipment £42,020.30	2	2	4	Low	Asset Register updated annually - Annual review of insurance policy and value of assets held prior to the renewal of insurance, changes, additions and disposals updated on an adhoc basis. Currently insured with Aviva on a long term contract due to expire 30/09/17. Playground equipment is checked independently by South Somerset District Council on a weekly basis; playground inspection reports retained for 21 years.				Responsibility - Clerk/Council Risk minimised	
Election Costs	Risk of election cost		1	3	3	Low	Election cost included within the annual budget. - Risk is higher in an election year, however over the four year period annual provision is made within the budget to ensure that all cost would be met in the eventuality of all three wards being contested. There is enough annual provision to cover the possibility of a by-election at any time. If any monies are used in the 4 year period they would be replaced to ensure possible election costs can be met.				Responsibility - Clerk/Council - (Budget) Risk minimised	

MANAGEMENT - YWPC Risk Assessment

Subject	RISK	Notes	Impact	Likelihood	Score	Level	Risk Matrix				Responsibility	
							Likelihood	Impact	Score	Level		
							Very Likley (4)	Low (4)	Medium (8)	High (12)	High (16)	
							Likely (3)	Low (3)	Medium (6)	Medium (9)	High (12)	
							Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	
							Remote (1)	Low (1)	Low (2)	Low (3)	Low (4)	
								Minor (1)	Serious (2)	Significant (3)	Major (4)	
							Impact					
							Controls					
Business Continuity	Absence of Clerk from the office for a period exceeding two weeks, other than arranged holiday.		2	2	4	Low	Arrangements to be made for mail and email to be forwarded to either the Chairman or Vice Chairman. If required the councils laptop would be passed to the Chairman/Vice Chairman until a temporary or permanent replacement can be found. It may be possible that Brympton's Clerk could assist short term in an emergency - Tel 01935 424332. The Computer passwords are known to the Chairman and the leader of the Scrutiny Group.				Responsibility - Council Risk minimised	
Council Records and archives	Loss through theft or damage		3	2	6	Medium	Minute books and financial information are deposited at Somerset Record Office (as per list attached). All current documents including Minutes from 2001, financial information, Johnson Park Playground Inspections (Inspection documents to be held for 21 years) stored at the Clerk's house. When empty the Clerk's home is locked and alarmed, smoke alarms are also fitted. Going forward all documentation including play area inspection reports will be scanned and saved to the laptop. The laptop is backup monthly on a external hard drive stored at a separate location (Chairman or scrutiny group member). Suggested further action - consideration of cloud storage.				Responsibility - Clerk/Council Risk minimised	
	Loss or damage - corruption of computer	Registerwith One Drive, storage available with Windows 10	3	2	6	Medium	Virus protection – Trend Micro Client - Data back up monthly on external hard drive - Information back up daily with one drive storage.				Responsibility - Clerk/Council Risk minimised	
Risk Assessment	Risk Assessment not adequately reviewed in accordance with The Guidance on Governance and Accountability for Local Councils in England		2	2	4	Low	Council annually reviews the risk assessment - councillors must answer yes or no to the following questions at the meeting the risk assessment is reviewed at:- 1. Does council agree that YWPC has adequately identified any new risks and reviewed all of the risks associated with the parish council. 2. Does council agree that the scoring and level associated with the identified risks are correct. 3. Does the council agree to adopt the presented risk assessment in its entirety. 4. The minutes reflect the questions asked and that a fully review has been considered by full council				Responsibility - Clerk/Council Risk minimised	

SHARED ASSETS - YWPC Risk Assessment

Subject	RISK	Notes	Impact	Likelihood	Score	Level	Risk Matrix					Responsibility	
							Likelihood	Impact	Controls	Very Likley (4)	Low (4)		Medium (8)
Yeovil Cemetery	Assets not fully insured/protected		1	1	✓	Low	Minor shareholder 10% - all insurance provision is covered by the Yeovil Town Council majority shareholder.						Responsibility - Yeovil Town Council
	Capital improvement works required		2	3	⚠	Medium	Budget is prepared by SSDC/YTC - YWPC approves annual budget and cemetery deficit - the Clerk attends pre agenda meetings and YWPC representatives attend Yeovil Crematorium and Cemetery Committee meetings - all matters of expenditure are discussed and have to be approved by Yeovil Town Council and Yeovil Without Council						
	Shortage of burial plots		3	4	✗	High	Burial capacity at the Cemetery is low - 49 graves spaces (reported Jan 17) - additional options are currently being looked. Whilst there is not a duty to provide burial space, any future proposals would be put to the relevant councils for consideration.						Responsibility - Clerk Risk minimised
Yeovil Crematorium	Assets not fully insured/protected		1	1	✓	Low	Minor shareholder 11% - all insurance provision is covered by SSDC majority shareholder.						Responsibility - SSDC
	Capital improvement works/improvements required		1	4	✓	Low	YWPC has a responsibility to pay 11% share of any capital works or improvements made to the Crematorium. A annual budget is prepared by SSDC and approved by the relevant authorities. Currently there is adequate funds in the Crematorium reserve fund which is held by SSDC on behalf of YWPC. Budgeting and consultation with the major shareholder should ensure that adequate funds are held to meet YWPC responsibility.						Responsibility - Clerk Risk minimised

BOX 1		BOX 2	
1890 – 1905	Cash Book Allotments	1955 – 1970	Minute Book
1897 – 1901	Ledger Brickyard Lane Allotments	May 1970 – Sept 1974	Minutes
1890 – 1906	Ledger allotments	Oct 1974 – Dec 1979	Minutes
1901 – 1942	Receipts and Payments Account	Jan 1980 – Apr 1987	Minutes
1943 – 1965	Receipts and Payments Account	May 1987 – Feb 1993	Minutes
1965 – 1970	Receipts and Payments Account	30.3.1993 – 30.4.1996	Minutes
1970 – 1992	Receipts and Payments Account	28.5.1996 – 25.4.2000	Minutes
1911 – 1923	Financial Statements	30.5.2000 – 24.4.2001	Minutes
1923 – 1934	Financial Statements		
1935 – 1946	Financial Statements		
1947 – 1964	Financial Statements		
1963	Petition re changes to Boundaries		
1931 – 1970	Allotment Collection and Deposit Book		
1945 – 2004	Allotment Rent Book		

Yeovil Without Parish Council Fixed Asset Register

as at April 2017

Asset	Location	Details	Date acquired	Purchase price	Insurance Value
Allotments	Yeovil Marsh	27 Allotment Plots & grazing land		£ 1.00	
Crematorium	Yeovil Crematorium	11% share in ownership		£ 1.00	
Cemetery	Preston Road Cemetery	10% share in ownership		£ 1.00	
Play Equipment	Johnson Park	Various pieces of play equipment	2003	£ 28,019.00	£ 40,000.00
	Johnson Park	New equipment + cradle swings removed	Mar-17	£ 4,790.20	as above
Office Equipment		Dell Latitude E5430 Laptop	Apr-13	£ 670.00	
		Dell Projector 1610HD	Apr-13	£ 478.80	
		Port Replicator	Apr-13	£ 79.79	
		Logitech Wireless Combo (keyboard mouse)	Apr-13	£ 31.91	
	(at the Clerk's House unless otherwise stated)	Dell Professional Monitor	Apr-13	£ 128.75	
		5m monitor cable	Jan-17	£ 7.99	
		Shredder	Oct-15	£ 49.99	
		Twin Telephones	Sep-16	£ 34.99	
		Desk,	Mar-08	£ 75.00	
		Canon Laser Printer	Jul-08	£ 199.00	
		Chair	Feb-12	£ 41.99	
		Halog heather igen	Nov-16	£ 11.99	
	Vice Chairman's House	lomega 250gb hard drive	Mar-09	£ 69.99	
Bus Shelter	As detailed below	9 Bus Shelters	see below	£ 19,694.46	
Grit Bins	Various	23 Grit Bins placed the parish	see below	£ 3,057.58	
Litter Bins & Dog Bins	Litter Bin	Swintex Phoenix	Jul-05	£ 150.00	
	Dog Bin		Jul-06	£ 186.83	
	Litter Bin		Sep-06	£ 202.10	
	Litter Bin		Aug-05	£ 195.63	
	Litter Bin		Jun-99	£ 182.13	
	Dog Bins x 3		Aug-99	£ 830.73	
	Litter Bin	Amberol	Oct-00	£ 182.13	
	Litter Bin	Amberol	Apr-00	£ 193.88	
	Litter Bin x 2		Aug-00	£ 340.75	
	Dog Bin	Earth Anchor	Mar-05	£ 202.69	
	Litter Bin	Johnson Park (replacement of damaged bin)	Jan-14	£ 411.43	
Notice Boards	Yeovil Marsh		Dec-96	£ 573.40	£ 660.00
	Hundredstone	Earth Anchor	Sep-16	£ 468.00	£ 660.00
	Greenwood Road	Earth Anchor	Jul-16	£ 520.00	£ 660.00
	Cavalier Way	Earth Anchor	Oct-15	£ 334.00	£ 660.00
	Johnson Park	Earth Anchor	Sep-16	£ 468.00	£ 660.00
	Wyndham Park	Earth Anchor	Jul-15	£ 1,178.00	£ 1,200.00
	WP Community Hub	Earth Anchor	Sep-16	£ 468.00	£ 660.00
Bench	Grass Verge Lyde Road	Bench (Donated by the Plymouth Brethren)	Aug-15	£ 1.00	£ 500.00
	Combe Street Lane Round	Bench (Donated by the Plymouth Brethren)	Apr-16	£ 1.00	£ 500.00
Speed Indicator Device	Various/Clerk/Parish Range	Westcotec Mobile Speed Indicator Device	Nov-16	£ 3,050.00	£ 3,050.00
	Post locations in parish	SID bracket x5 @£50 each	Dec-16	£ 250.00	
Total Fixed Assets				£67,834	

Details of Assets

Asset	Location	Details	Date acquired	Purchase price	Insurance Value	
Bus Shelters	Combe Street Lane	Cantilever (B & C shelter solutions) replaced	Jun-16	£ 2,310.00	£ 2,500.00	Bus shelter - Metal
	Coppitts Hill x 2	Cantilever		£4,620.00	£ 7,000.00	Bus shelter - Metal
	Coppitts Hill (Stone)	ENCL		£1	£ 4,000.00	Bus shelter - Stone
	Hundredstone	ENCL		£1	£ 9,000.00	Bus shelter - Stone
	Lyde Road	Cantilever (Queensbury Shelters)	Jun-06	£4,105.46	£ 3,500.00	Bus shelter - Metal
	Cavalier Way	Cantilever (Queensbury Shelters)	Jun-08	£ 2,517.00	£ 3,500.00	Bus shelter - Metal
	Runnymede Road	Cantilever (Queensbury Shelters)	Apr-13	£ 2,921.00	£ 3,500.00	Bus shelter - Metal
	Elliotts Drive	Cantilever (Queensbury Shelters)	Feb-16	£ 3,219.00	£ 3,500.00	Bus shelter - Metal
			£ 19,694.46	£ 45,050.00		
Grit Bins	See info below	GreenTech x 7	Oct-10	£ 896.00		
	See info below	Storagenstuff x 7	Dec-10	£ 1,015.00		
	See info below	GreenTech x 7	Jul-11	£ 824.18		
		Glasdon X 2	Nov-14	£ 322.40		
			£ 3,057.58			

1 Adjacent to Greenwood Road Bus Shelter

Pavement adjacent to bus shelter

2 Junction of Coronation Ave and entrance to Johnson Park

Grass verge by Johnson Park entrance

3 Junction of Coppitts Hill and Ilchester Road

Shrub area to the left when approaching from Ilchester Road

4 Marsh Lane (top end, Combe Street Lane)

Right hand side when approaching from Combe Street Lane

5 Marsh Hollow (Marsh Lane)

On left hand verge near lay-by

6 33 Combe Street Lane (off main Combe Street Lane)

Hardstanding inside No 33 Combe Street Land

7 Junction of Lyde Road and Runnymede Road

Hardstanding beside 158 Runnymede Rd

8 Runnymede Road Shops

Hardstanding outside One Stop

9 Magna Close adjacent No. 67

Grass verge adjacent No 67 Magna Close

10 Gainsborough Way Tesco Express

Grass verge to the right of the shop

11 Sandeewood Close

Large square grass area, opposite No 23

12 Yeovil Marsh - Junction of Orchard Close

Grass verge on the corner of the junction by the sign.

13 Junction of Combe Street Lane and Combe Park

Grass verge on the corner of the junction

14 High Lea

Large grassed area (2nd lot of grass near edge)

15 Junction of St Mary's Crescent & Buckler's Mead Road

Grassed triangle area at junction

16 Fairmead Road

Grass by the service road sign

17 Junction of Lyde Road and Romsey Road

Grass verge at corner of junction

18 Wilton Road

Grass area half way up Wilton road, opposite Broadlands Close

19 Stone Lane

Shrub verge alongside No 1 Stone Lane

20 Junction to Larkhill Road and Larkspur Crescent

On corner of pavement at junction

21 29 Tower Road

Hardstanding inside No 29 Tower Road

22 Rivers Road

On pavement, outside 7 & 9 Rivers Road

23 Benz Café

Grass outside Benz Café

Allotments approx 6.8 acres - Yeovil Marsh

The allotment land has the Land Registry title WS35234 Edition Date 21 February 2006

Porter Dodson Solicitors Central House Church Street Yeovil Somerset BA20 1HH

The 1890 Conveyance with regard to the allotment land and right of access is lodged with Porter Dodson