

## Agenda item 9c: Risk assessments

The working party reviewed the risk assessments and recommend the following amendments:

### Bank and Banking

To include: The move to online banking will enable more regular checking of transactions. The move to internet banking with duplicate authorisation will ensure that payments set up are checked before authorisation - Clerk sets up the payments and members will authorise using the invoices and payment scheduled issued at each meeting.

To add:

### Internet banking:

Payment of invoices	1	2	2	L	Clerk sets up the payments and members will authorise using the invoices and payment scheduled issued at each meeting	RFO makes schedule of payments available to Cllrs prior to each ordinary meeting
Access codes and passwords	1	4	4	L	The internet banking access codes and passwords are retained securely by the Clerk/RFO and that no internet banking is undertaken on a computer to which the public has access	The internet banking access codes and passwords are retained securely by the Clerk/RFO and that no internet banking is undertaken on a computer to which the public has access

### Cash:

Loss through theft of dishonesty	1	2	2	L	The Council has Financial Regulations which set out the requirements. Cash received is banked within 3 banking days. There is no petty cash or float.  Adequate Fidelity insurance is in place	Existing procedure adequate. Financial Regs reviewed annually
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### Grants receipts

Claim procedure Receipt of grant	1	2	2	L	Clerk/RFO to check as required/requested	
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Direct Costs:

To add consideration to: At each Council meeting the list of invoices awaiting approval is distributed to Councillors for consideration. Council approves the list of requests for payment

Salaries and associated costs:

To add within management of risk: Salary rates are assessed annually by the Council. Salary analysis and slips are produced by the Clerk, inspected at each Council meeting where presented and signed off. Check to PAYE calculations

Minutes and agendas:

To add where possible within the management of risks.

To add in the review: Members should abide by the adopted Code of Conduct

Members Interests:

To include: On each agenda **an** item is included to remind Councillors of their duty to **declare interests with a distinction made between pecuniary and non-pecuniary**. Register of Members Interest forms should be reviewed regularly by Councillors and **at least annually**

General Data Protection Regulation:

To amend the management of risks: The Council **is aware of and compliant with the recently introduced requirements of the GDPR** and is registered with ICO

To add a Reserves line:

Adequacy	1	4	5	L	Consider when setting budget and precept, year end and periodically when Clerk or Councillor/s consider appropriate. Vier throughout the year confirming approval in the relevant minutes
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