

## Healing Parish Council

### **FORMAL RISK MANAGEMENT STRATEGY**

*Presented at June 2015 meeting for formal adoption*

The Council has discussed and considered its risk management issues and has identified them as such:-

- Control of income received
- Payments made
- Banking arrangements
- PAYE/Staff Salaries
- Special projects
- Village Hall Management
- Committees
- Governance Documents/Policies/Procedures
- Audit

Having identified its risks, the Council has resolved the following as its risk management strategy :-

#### Control of Income Received

- Only income involving cash is that created from two regular hall hirers and occasional spot hirer – receipted by Caretakers and then passed to Clerk for banking and receipts logged onto cashbook with number and date
- All other income generated by issue of PC invoice and then paid by cheque in settlement and/or bank transfer.
- All invoicing generated by either village hall bookings/diary bookings and advertising sold in newsletter.
- All invoicing checked by individual Cllrs. and verified.
- Credit control through statements/spreadsheets from Clerk and shared with Cllrs.
- Bad debt recovery policy adopted and in place for any unrecovered income
- All income/banking/receipts shown on monthly payment schedule to ALL members at monthly meeting so that cross referencing can be made by members on other information supplied

#### Payments Made

- All payments authorised only at Council meetings under Council's adopted Scheme of Delegation
- Only salaries paid by Standing Order and reviewed annually by Personnel Committee
- Payments only made with valid invoice/receipt/other paperwork

#### Banking Arrangements

- Bank mandate reviewed regularly and operated under Council's adopted Scheme of Delegation
- No bank charges levied
- No electronic banking payment by the Council so no controls needed

#### PAYE/Staff Salaries

- Overseen by Personnel Committee
- Salaries/payments verified annually by Personnel Committee
- Personnel Committee has full delegated powers to deal with this whilst operating within Council's set budget for staffing
- PAYE all done through HMRC's own RTI package software
- PAYE paid by cheque to HMRC
- Salaries paid by Standing Order through Scheme of Delegation

#### Special Projects

- Committee or full Council to deal with special projects
- Council's financial regulations adhered to with regard to de minimus amounts etc. and all quotations and tenders as dictated by finance regulations

#### Village Hall Management

- Village Hall/Property Committee
- Day to day management by Caretakers who report to both Clerk
- Diary kept by Clerk and 95% of bookings are regular, long-term hirings
- Set rates for hirings as laid out in budget each year with no deviations except by authorisation of full Council
- Invoicing carried out each month
- Contracts of use given to all long-term hirings
- Spot hirings dealt with by booking confirmation and booking form and deposit system
- Health and Safety all dealt with by Council as a whole

#### Committees

- All Committees appointed in May with Terms of Reference adopted
- No changes allowed except through full Council approval
- Only Personnel Committee has full delegated powers
- All Committees are lawfully convened and lawfully minuted

#### Governance Documents

- Reviewed each year at May Annual Parish Council meeting
- Council has in place the following:
  - Standing Orders
  - Financial Regulations
  - Bad Deb Recovery Policy
  - Contracts of Employment for all Staff
  - Scheme of Delegation
  - Asset Register
  - Terms of Reference for all Committees

Community Engagement Strategy  
Publication of Information Scheme  
Risk Management Strategy  
CoOption Formal Procedure  
Annual Report  
Health and Safety Policies  
All necessary insurances

#### Audit

- The Council reviews its audit requirements annually
- Internal audit appointed annual
- Mid-year/half-year interim internal audit carried out as well as full year/end of year internal audit
- Compliance with external audit requirements