

FILEY TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2020-21



Assets	Protection of physical assets	M	Buildings and contents insured; Value increased annually by RPI.	Valuation carried out 2016 for cost of rebuilding.	Annually
	Security of Buildings	H	Alarms on Council Offices	Alarms checked annually by external company and internally monthly.	Annually
	Maintenance of buildings	M	Buildings currently maintained on both an ad hoc and planned basis. For example, all heating systems are maintained annually, all buildings undergo a regular inspection including Fire inspection, Fire safety and electrical inspection.	Increase the planned maintenance to cover all items 2020.	Annually
Financial	Council property	M	Maintain & update register of assets, insure those assets in the Councils possession against damage or theft.	To complete annual update of inventory each year and amend insurance accordingly.	Annually
	Banking	M	Bulk of investment in long term investment funds, remainder with Yorkshire Bank.	Long term investment to 2020, review interest withdrawal annually to ensure original investments not depleted. All investments are made in line with the Councils investment policy.	Annually
	Loss of cash through theft or dishonesty	M	Receipts issued and checked against income control on a monthly basis. Fidelity Guarantee insurance for staff & Councillors	Policy review May 2019	Annually
	Financial Controls and records	M	Monthly reconciliation by RFO. Three signatures on cheques. Payments approved by Council. Internal (monthly) and external audit(annually). Documentation of Financial Controls	Financial Management system to be reviewed to understand if the current system provides the best control for the Council.	Annually
	Comply with Customs and Excise Regulations	H	VAT payments and claims calculated by SAGE and checked by RFO. Internal and external audit provide further checks.	Implementation of automatic VAT returns.	Annually

	Proper and timely reporting via the Minutes	M	Leases and legal documents in Strong room.	accordance with the Councils Document retention Policy.	Annually
Councillor Propriety	Proper document control	H	Register of interest complete. Gifts & hospitality register available in the Council Offices and posted to the Website and copies with the Borough Monitoring Officer.	All documents to be reviewed and storage to be checked to ensure it is appropriate for the documents kept. Annual review.	Annually
Health & Safety	Register of Interest & gifts & hospitality. Comply with Health & Safety Legislation	M	Appointed Health & Safety Consultant, Policy Document agreed by Council. Staff induction training. All related documentation to be reviewed.	The programme to be reviewed annually.	Annually

This risk management paper was considered by the Council on 6th May 2021 and is to be reviewed 25th May 2022.