

<b>Service area</b>	<b>Risk</b>	<b>Recommendation</b>
Insurance	Public liability (mandatory)	As per insurance schedule
	Employers liability (mandatory)	As per insurance schedule
	Money	As per insurance schedule
	Fidelity guarantee	As per insurance schedule
	Property	As per insurance schedule
	Loss of revenue	Not covered
	Officials indemnity	As per insurance schedule
	Libel and slander	As per insurance schedule
	Personal accident	As per insurance schedule
Payroll	Loss of data on PC due system fault	Continue to back up data. Update programme versions on regular basis
	Loss of services of employee	Immediately advertise any vacancy (if permanent loss) and request necessary help with temporary cover
Admin	Payment arrangements	Continue with requirements to report all payments to Council Continue with requirements for signatories to initial cheque stubs
	Reconciliation	Continue with bank reconciliation on receipt of each statement
	Agency advice	Continue membership of OVW and SLCC
Parks	Loss of use of play equipment	Continue with regular maintenance checks and take unsafe equipment out of service
Precept	Annual precept not the result of proper detailed consideration	Continue to present budget for approval annually
	Inadequate monitoring of performance	Continue to regularly consider budget monitoring and report
	Illegal expenditure	Continue to ensure that all expenditure is within legal powers
Accounting	Non standard and/or non compliant records kept	Continue to require adequate complete and satisfactory financial records and accounts
	Non compliance with	Continue to ensure that all

	statutory deadlines for the completion/submission of accounts and other financial returns	accounts and returns are completed and submitted by the deadlines
	Non compliance with internal audit requirements	Appoint internal auditor
Contracts	Ensure continued value for money coupled with continuity of work	Seek appropriate quotes and tenders according to current guidelines.

The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

The table above attempts to identify possible risks and recommends the necessary actions to take should they arise in the course of the Council's business.

Should problems be identified by the Council or Proper Officer at any time the list should be amended accordingly. The list is not exhaustive and the Council may wish to consider other risks not identified.

