

BURTON GREEN PARISH COUNCIL
Risk Assessment and Management 2019/20

Area	Risk	Level	Control
Assets			
	Protection of physical asset	M	<ul style="list-style-type: none"> • Bus shelter. No action, replace when required – insured • Notice Board, installed in 2016 – no action replace when necessary – insured • Red Lane Playground – weekly inspections, annual health and safety check
	Security	M	<ul style="list-style-type: none"> • Laptop/Printer - Insured • Anti virus software • Digital back up of data – data backed up onto hard-drive on a monthly basis
	Maintenance	M	<ul style="list-style-type: none"> • Bus shelter - Checked regularly, repaired as required • Notice board – checked and repaired when necessary. • Regular checks – maintenance carried out as and when required
Finance			
	Banking	L	<ul style="list-style-type: none"> • Accounts held with Lloyds Bank • Bulk of investment in no notice account directly transferable to current account • Any two signatories from three required on cheques and direct debits • RFO does not sign cheques
	Financial control and records	L	<ul style="list-style-type: none"> • Reconciliation prepared by Clerk/RFO and reported to Council (minimum quarterly per annum. • Accounts checked annually by both Internal and External Auditor. • Cheque stubs/Invoices initialled, checked by Cllrs prior to going to Internal Auditor
	Petty cash Arrangements	L	<ul style="list-style-type: none"> • Currently no petty cash is held
	Internal Audit	M	<ul style="list-style-type: none"> • Review effectiveness of Internal Audit arrangements annually via risk assessment
	Annual precept and budget	M	<ul style="list-style-type: none"> • Council sets budget in January; Expenditure against budget reported to council min four times per annum.
	Borrowing restrictions	L	<ul style="list-style-type: none"> • No new borrowing likely at present

	Comply with Customs and Excise Regulations	L	<ul style="list-style-type: none"> • Use helpline when necessary. VAT to be reclaimed • Purchases to be from sources enabling reclaim of VAT where possible
	Sound budgeting to underlie annual precept	L	<ul style="list-style-type: none"> • Council review budget at December meeting. Precept derived directly from this. • Agreement from Council at January meeting
Liability			
	Risk to third party property or individuals or Councillors Public Liability	L/M	<ul style="list-style-type: none"> • Insurance cover by Aviva, arranged by BHIB. Coverage in accordance with their policy.
	Legal liability as consequence of asset ownership	L/M	<p>Insurance cover.</p> <p>Regular visual check of bus shelter</p> <p>Regular visual check of notice board</p> <p>Regular visual check of playground and annual health and safety inspection</p>
	Public liability insurance	M	Checked by Internal Auditor
Employer liability			
	Comply with Employment Law	M	<ul style="list-style-type: none"> • Membership of national and regional bodies • Warwickshire Association of Local Councils (WALC) • National Association of Local Councils (NALC) • Society of Local Council Clerks (SLCC) • Checked by Internal Auditor • Clerk is offered membership of Local Government Pension Scheme
	Office equipment	M	<ul style="list-style-type: none"> • Clerk to inspect and report any safety concerns. PAT test when necessary.
	Comply with Inland Revenue requirements	M	<ul style="list-style-type: none"> • Parish Council employs one Clerk/RFO. Regular advice received from HMRC. • PAYE payments made monthly where necessary. • Reported to Council and minuted/recorded • Checked by Internal Auditor
	Pension Scheme	M	<ul style="list-style-type: none"> • Checked by Internal Auditor • Administered by external payroll supplier
	Document control	M	<ul style="list-style-type: none"> • Documents stored with Clerk, locked office • Back up through USB of digital records.

	Safety of Clerk and visitors	M	<ul style="list-style-type: none"> • H&S risk assessments undertaken by RFO • Clerk has mobile phone • Cllr or family members to be aware if travelling alone during working time
Legal Liability			
	Ensuring activities are within legal powers	M	<ul style="list-style-type: none"> • Clerk clarifies legal position of any new proposal. • List of Parish Council powers to be referred to for payments and activities • Legal advice to be sought from WALC • Training to be made available to Clerk and Councillors each year
	Proper and timely reporting of minutes	L	<ul style="list-style-type: none"> • Council meets monthly and receives and approves minutes of meeting held • Draft minutes made available within two weeks of meeting • Minutes available via web site or through clerk
	Proper document control	L	<ul style="list-style-type: none"> • Legal documents in Clerks office • Key documents deeds etc copied and kept in more than one place • Data storage to be in line with Data Control Act • Historical documents presently held by Clerk

L = Low risk
M = medium risk
H = High risk

Overall assessment M/L

This risk management paper was considered by the Parish Council on 21st October 2019 and will be reviewed again in 12 months or sooner if the risk changes.

Signed



Cllr Tracey Grant
Chair
Burton Green Parish Council



Cllr Alan Marshall
Burton Green Parish
Council