

BURTON GREEN PARISH COUNCIL

Risk Assessment and Management Policy

Area	Risk	Level	Control
Assets			
	Protection of physical asset	M	<ul style="list-style-type: none"> • All assets covered by insurance policy • An Asset Register is maintained by the Clerk and updated at the time assets are added or removed
	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 regularly, repaired as required • Red Lane playground - weekly inspections, annual health and safety check, maintenance carried out when required
Finance			
	Banking	L	<ul style="list-style-type: none"> • Accounts held with Lloyds Bank and Unity Trust. • Reserves held between 4 accounts to qualify for the Financial Services Compensation Scheme • Earmarked reserves held in no notice accounts directly transferable to current accounts • Any two signatories from four required on cheques and direct debits • RFO is only permitted to view accounts and set up payments • Signatories are only permitted to view accounts and authorise payments
	Financial control and records	L	<ul style="list-style-type: none"> • Insurance includes Fidelity Insurance cover of up to £100,000 • Reconciliation prepared by Clerk/RFO and reported to Council (minimum quarterly per annum. • All expenditure to be approved in accordance with the Financial Regulations • Cheque stubs/Invoices initialled • Financial records to be verified by Internal Controls Councillor on a quarterly basis • Accounts checked annually by both Internal and External Auditor

	Petty cash Arrangements	L	<ul style="list-style-type: none"> No petty cash is held
	Internal Audit	M	<ul style="list-style-type: none"> Internal Auditor appointed in March every year
	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"> In accordance with Financial Regulations
	Comply with Customs and Excise Regulations	L	<ul style="list-style-type: none"> Use helpline when necessary VAT to be reclaimed annually 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	L/M	<ul style="list-style-type: none"> Insurance cover reviewed annually to ensure adequate cover is maintained Insurance includes Employers Liability insurance cover of up to £10 million Insurance includes Public Liability cover of up to £10 million
	Legal liability as consequence of asset ownership	L/M	<ul style="list-style-type: none"> Insurance cover. Regular visual check of bus shelter Regular visual check of notice board Regular visual check of playground and annual health and safety inspection Insurance includes Public Liability cover of up to £10 million
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 • 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 policy was considered by the Parish Council on 19th July 2021 and will be reviewed again in 12 months or sooner if the risk changes.

Signed ..pp Cllr Alan Marshall.....

**Cllr Tracey Grant
Chair
Burton Green Parish Council**