

# Bletsoe Parish Council

## Annual Risk Assessment Report

### 1. Introduction

1.1 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. Risk management is seen as being central to strategic management of any organisation and local councils are required to keep risk management under review throughout the year. It is also necessary to document this process.

1.2 The following table attempts to identify the current risks to the council and recommends the necessary actions. The list may not be exhaustive and Council may wish to consider other risks not identified by me before adopting this document.

### 1.3

AREA	RISK	LEVEL	CONTROL (AND AGREED IMPROVEMENTS)
Assets	Protection of physical assets	M	To add any new items of significant value to insurance schedule.
	Property	L	Continue to maintain up to date register of assets and inventory of property. Continue annual inspection of notice boards and playground equipment. Play Area should also be inspected fortnightly for general wear and tear and any defaults reported immediately to the Clerk. <b>A written record of the playground inspections should be retained.</b> In addition a <b>6 monthly</b> inspection of the War Memorial should be carried out which will highlight any maintenance requirements.
Finance	Banking	M	Parish Council monies are held in two accounts at Natwest Bank.
	Risk of consequential loss of income	M	Continue to back up accounts and admin data on a weekly basis
	Financial controls and records	M	Comply with Standing Orders and Financial Regulations adopted by the Parish Council Monthly bank reconciliation prepared by Clerk on receipt of each statement Two signatories on cheques and continue with requirement for signatories to initial cheque stubs Continue with requirement to report all payments to Council for approval at PC meetings. A nominated Parish Councillor to check payments against invoices and bank statement yearly. Review banking arrangements and all financial controls annually with internal auditor. Internal and External Audit carried out for PC yearly

	Comply with Customs and Excise Regulations	L	VAT reclaimed <b>every calendar year</b> unless there is a large sum owed
	Annual precept not the result of proper detailed consideration	M	Continue to present budget against expenditure at PC meetings. Council to receive draft budget in December for full discussion at the January meeting. In addition budget considerations will be an agenda item at the November meeting.
	Non-compliance with statutory deadlines for the completion, approval and submission of accounts and other financial returns	M	Continue to ensure that all accounts and returns are completed and submitted within deadline.
	Money (loss of cash through theft or dishonesty)	M	Insurance in place
	Fidelity Guarantee	M	Currently £100,000 insurance cover
	Non-standard and/or non-compliant records kept	M	Continue to require adequate, complete and statutory financial records and accounts.
	Contracts, ensure continued value for money coupled with continuity of work	M	In the event of awarding contracts suggest reviewing every five years and obtain two other quotes for comparison
Liability	Risk to third party, property or individuals	M	Insurance in place (£10,000,000) Play equipment inspected annually and separate risk assessment completed by RoSPA approved contractor.  <b>Volunteers acting on behalf of the parish council are covered under parish council insurance policy. Risk assessments must be produced and all protective/safety equipment provided including training where necessary.</b>
	Personal Accident	L	Continue with existing cover for employees – review annually – advise insurers if additional staff appointed
	Libel and Slander	M	Insurance cover of £10,000,000
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies i.e. SLCC, NALC and BATPC. Ensure employees have detailed job description and up to date contract.
	Salary Arrangements	L	Continue with payroll provision using Bedford Borough Council to ensure appropriate PAYE and NI contributions are made. Follow salary scales adopted by SLCC and NALC for Local Government Clerks
	Loss of service of employee	L	Immediately advertise any vacancy (if permanent loss). Consider use of temporary staff – contact BATPC or SLCC initially for advice.
	Poor performance by employee	M	Conduct annual review of work with employees
	Health and Safety	M	Ensure all staff are aware of necessary Health and Safety regulations and relevant CoSH requirements
Legal Liability	Ensure activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets bi-monthly (except August and December) and approves Minutes of previous meeting. Minutes available to members of the public and displayed on parish website.

<b>AREA</b>	<b>RISK</b>	<b>LEVEL</b>	<b>CONTROL (AND AGREED IMPROVEMENTS)</b>
Legal Liability	Audit Return	M	Internal Audit is completed with regard to Governance and Accountability for Local Councils – A Practitioners Guide 2008. Yearly review of effectiveness of Internal Audit is conducted and encourage Parish Council to comply with any recommendations Regular review of Risk Assessment document is conducted Ensure parish council complies with regulations outlined in the Transparency Act for smaller authorities and all financial information is published on the parish council website.
Councillor propriety	Register of Interests and gifts and hospitality in place	M	Members should review register of interests on annual basis and remind existing/new members of need to comply or as elected/co-opted

**Reviewed 6<sup>th</sup> March 2017**