

# Bierton with Broughton Parish Council

## RISK ASSESSMENT

RISK	CONTROLS	COMMENTS
<b>FINANCIAL/ACCOUNTING</b> Fraud/misuse of Council's funds	All invoices to be authorised for payment at a Council meeting Two Councillors to initial and check invoices for payment Quarterly financial statements to be presented to the meeting Cash transactions to be kept to a minimum Appointment of competent Internal Auditor Appointment of a Councillor to be responsible for annual inspection of accounting records midway through the financial year. Have suitable and adequate reserves policy	The Parish Council should hold reserves of at least 50% of average annual expenditure.
End of Year Accounts not completed accurately and/or on time	Appointment of competent Clerk Regular training of Clerk to ensure up to date with requirements Internal Auditor to check Annual Return	A new Clerk will need to attend BALC training events unless already qualified
Council runs out of money before the end of the financial year	Ensure that a realistic budget is prepared and agreed with adequate time for review detailing all anticipated income and expenditure, and additionally potential risks are identified and the precept set accordingly to take account of these. Ensure that there are adequate reserves.	The Parish Council should hold reserves of at least 50% of average annual expenditure.
Council not receiving the best rate of interest on its investments or paying bank charges	Regularly review the bank's conditions and terms to ensure that the Council are receiving the best level of interest	
Costs associated with prosecution under Freedom of Information Act, Data Protection Act, Race Relations Act or by Customs and Excise or Inland Revenue, cost of defending actions against the Council	Ensure that all legislation is complied with. Regularly review Clerk's training. Review information issued from BMKALC for new legislation Ensure insurance cover includes council legal expenses Ensure that VAT is recorded correctly.	Council is a member of BMKALC and the Clerk is required to be a member of SLCC. A new Clerk will need training

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<b>EMPLOYEES</b> Clerk's resignation, sickness or death - if the clerk was on sick leave for a period of time the Council may be in the position of having to pay 2 Clerks	Ensure adequate reserves Regularly review Clerk's terms and conditions to ensure that they are fair	
Employee suffering injury while working for the Parish Council	Ensure adequate insurance cover Annually review training requirements of workers Provide appropriate PPE	All employees are covered by £5 million Public Liability Insurance
Employee at risk from working alone at home	Ensure that all public notices (e.g, for Freedom of Information Act, End of Year Accounts) state that appointments are required to see all documents. The Clerk to make sure that she never meets members of the public on their own	
<b>COUNCIL'S EQUIPMENT AND PROPERTY</b> Cost of damage to the Council's land, equipment and property.	Ensure that adequate insurance is in place and the level of insurance cover is reviewed on an annual basis. Asset register to be reviewed when the policy is due for renewal to ensure that all new assets are covered.	
Contractors working on Parish Council land suffer injury - Council sued	Ensure that all contractors are covered by insurance. Check the Council's insurance policy for level of cover. Ensure all contractors are competent to carry out any allocated task	The tender document for the grass cutting contract clearly states that the contractor is solely responsible for any claim - minimum cover required is £5m
Council being sued because of injury from play equipment.	Annual inspections of the play areas by competent persons to take place and be recorded and any problems to be reported to the Clerk for action. Annual play equipment inspection by qualified outside body. Councillor to check equipment on a monthly basis and to retain a written record.	

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<p><b>COUNCIL'S EQUIPMENT AND PROPERTY.....continued</b> An injury to a member of the public of Parish Council property</p>	<p>Regular inspections of all Council property by the relevant Working group/competent persons. Any problems to be reported immediately to the Clerk. Date of inspections to be recorded, even in the event of nothing to report. Annual inspection of trees.</p>	
<p>Security of council land and property</p>	<p>Hold a key register of recorded key holders</p>	
<p><b>COUNCIL'S RECORDS</b> The Clerk has a fire in their house which destroys all records held there.</p>	<p>All original title deeds are to be stored in a secure location in a fire resistant cabinet. All electronic records to be backed up on a regular basis and stored at alternative location.</p>	
<p>Records becoming lost</p>	<p>Suitable filling in filing cabinets located at the Jubilee Hall and Clerks office</p>	
<p><b>COUNCILLORS SAFETY</b> A Councillor injured whilst carrying out council duties</p>	<p>Ensure insurance cover is in place to cover any injuries in the course of their duties as Councillors. Councillors should only carry out duties that they are competent to pursue.</p>	<p>Personal Accident section of the Insurance policy covers this. Consider holding a skills register of councillors and employees</p>
<p><b>COUNCIL PROPERTY</b> Unlawful occupancy of Parish Council land or property</p>	<p>Ensure Byelaws are in place to evict illegal occupants. Ensure adequate reserves for any 'clear up' operation following eviction</p>	