

Didmarton Parish Council Risk Assessment Schedule

INSURANCE

Risk Description	Measures Taken	Recommendations/Controls
Damage to third party property or individuals	Public Liability Insurance	Annual check on level of cover in place
Protection of Council properties furniture and equipment	N/A	N/A
Insolvency of insurance company	Use of one of the largest companies providing specialist cover for Local Councils	Free legal service and advice from National Association of Local Councils and Avon Local Councils Association
Loss through theft or dishonesty	Fidelity Guarantee in contracts of employment	Thorough vetting process of job applicants, references taken up and annual staff reviews Adherence to Standing Orders and Financial Regulations
Personal Accident to Members and Officers Assault to Officers Libel and Slander Officials Indemnity	Personal Accident cover whilst carrying out official duties (ages 16-75)	Annual check on level of cover

AREAS OF SELF MANAGED RISK

Risk Description	Measures Taken	Recommendations/Controls
Damage to and safety of seats, bins and fencing etc.,	N/A	N/A
Unwanted visitors entering building during meetings. Disturbance by member of public in a Council meeting		Procedures in place to deal with this in the Council's Standing Orders.
Security of officers working alone in buildings / Security of officers locking up building after meetings	Officers to be accompanied when leaving the building and locking up after meetings	Chairman to ensure that officers are not left alone to exit building after meetings.
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as an item on the agenda as a prompt to members (at every meeting).	Register of Interests held by Monitoring Officer, South Gloucestershire Council. Ensure all Councillors are aware of Code and need to complete Registers. NB – This is the responsibility of individual Councillors.
Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and approval of pending expenditure Records kept in accordance with Accounts and Audit Regulations	Financial regulations adopted and reviewed annually Appointment of Annual Internal Auditor Annual External Audit Officer training

Risk Description	Measures Taken	Recommendations/Controls
Failure of Computer system <ul style="list-style-type: none"> • Hardware • Software 	Virus protection	Regular updates of virus protection Regular computer backups are made on external hard drive and online.
Banking Arrangements	Regular bank reconciliations All payments in line with Financial Regulations	Regular monitoring reports to Council. Annual Internal and External Audit
Loss of Income, or the need to provide essential services	Reserve in the budget	Level agreed as part of annual budget process
Ensuring all requirements are met under Customs and Excise regulations (VAT)	Regular returns to HMRC	Take up training opportunities in VAT and other taxation issues as available Reading literature to keep up to date
Ensuring adequacy of annual precept and control	Approval of budget by full Council and regular budget monitoring statements	Regular budget monitoring
Ensuring all business activities are within legal powers applicable to local council	Councillor and staff training	Make use of training courses provided by South Gloucestershire Council and ALCA Internal audit / External audit
Complying with restrictions on borrowing	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) Guidance from National Association of Local Councils and ALCA
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Identification of items paid under Section 137 and reported in the minutes and as a separate column in the Annual Accounts	NALC annual notification of permitted level of expenditure Annual Internal Audit / External Audit
Meeting timetables as laid down when responding to consultation invitations, including commenting on planning applications	Consultation documents presented to next appropriate Committee/Council meeting to formulate response	Action so agreed minuted
Proper, timely and accurate reporting of Council business in minutes	Minutes properly numbered with a master copy kept in safekeeping Draft minutes published on website Minutes circulated and published on website	Minutes approved and signed at next meeting of Council Internal Audit check Computer backup

Risk Description	Measures Taken	Recommendations/Controls
<p>Failure to respond to electors wishing to exercise their rights of inspection</p> <p>Supporting papers</p>	<p>Minutes placed on the website for public inspection</p> <p>Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations</p>	<p>Notice of Appointment confirmation signed and returned to Auditors</p>
<p>Document control – correspondence, postage, storage and filing, etc</p>		<p>Documents backed up on-line, and on an external hard drive.</p> <p>The production and storage of physical documents is restricted as far as possible.</p> <p>Storage of old and/or important documents to be monitored</p>