

BARLASTON PARISH COUNCIL

RISK ASSESSMENT 2021 / 2022.

Members are ultimately responsible for risk management because risks threaten a Council's ability to achieve its objectives. The clerk should therefore ensure that members:

- Identify the key risks facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid, reduce or control the risk or its consequence.

There are three main ways of managing risk:

- Take out insurance
- Work with another party to reduce the risk; or
- Manage the risk yourself.

Area	Risk	Level	Control <i>(and improvements to be considered)</i>
Assets	Protection of physical assets	M	Property insured to reflect procurement of new assets. Ensure there is an adequate fund within the capital projects / new asset fund.
Finance	Banking	H	Currently the figure held in the bank exceeds £85k which is in excess of the figure under which the FSCS offers protection. Look to move earmarked reserves into a separate banking group.
	Loss of cash through theft or dishonesty	H	No cash. Removed ability of any one individual to access Council's funds.
	Financial controls and records	M	Monthly reconciliation is issued to full council with bank statements. Financial Regulations in place. Two signatories on cheques and invoices. Internal and external audits arranged. Implementation of payments via PayPal restricted to £100 or below for office supplies only and can be approved by the Clerk. Reports to be submitted to full Council.
	Comply with VAT Regulations	M	VAT payments and claims reported with budget monitoring and checked by internal and external auditor.
	Sound budgeting to underlie annual precept	M	Council receive detailed budgets in December. Due to Covid-19 restrictions, budget revised end April 2021. Expenditure against budget reported to Council on a regular basis. Precept retained at its current level.
	Complying with borrowing restrictions	L	No borrowing likely at present
Liability	Risk to third party,	M	Insurance in place. Play equipment

	property or individuals		<p>checks in place for the MUGA, regular checks are required for the War Memorials and open spaces.</p> <p>Annual tree survey undertaken in 2019, medium risk works were undertaken upon receipt. No high risk trees reported. Immediate works to be undertaken if trees are reported damaged. Tree survey to be reviewed during 2021.</p> <p>Risk assessments carried out before work commences. Ensure that Contractors have Public Liability Insurance to £5m.</p>
	Risk to individuals	M	Organised events on the green are via approval from the Clerk. Clerk to be in receipt of a risk assessment and certificate of Public Liability Insurance to the value of £1,000,000 prior to the event commencing.
	Legal liability as consequence of asset ownership (especially playground and copses)	H	Insurance in place. Weekly inspections undertaken with the MUGA. Weekly checks on wild play area and monthly check of War Memorials and open spaces. Written records to be kept. Annual check of playgrounds by qualified person arranged.
Employer Liability	Comply with Employment Law	M	Employment contracts and job descriptions introduced. Membership of SLCC and SPCA. Clerk enrolled in LGPS
	Comply with HMRC requirements	M	Regular advice from HMRC. Internal and external auditor carry out annual checks. Payroll managed by independent service provider.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets monthly and receives and approves Minutes of meetings. Minutes made available to press and public via the web site.
	Proper document control	M	Leases and legal documents in Clerks cabinet. Historic documents currently stored in Methodist Church, safe to be moved from the Village Hall. Other data storage to comply with GDPR. Council registered with Information Commissioner. Backup is cloud base, undertaken on a daily basis. Computer now has 2 factor authentication and the latest antivirus software uploaded.
	Tender documentation	M	Ensure tender documents contain the specification requirements; have a control

			mechanism in place and an opt-out clause if required. Tenders to be undertaken on a timely basis and conform to government guidelines.
	Training	M	Clerk to undertake regular training to ensure legal compliance is maintained.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register is available on request.

This risk management paper was considered by the Council on 11 May 2021 and will be reviewed again in 12 months.