



BURY PARISH COUNCIL RISK MANAGEMENT SCHEME

1. Introduction

Risk assessment is a general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

Subject	Risk	R/A/G	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	G	To monitor and determine the precept amount required, the Council receives budget updates monthly during the full council meeting by way of monies received, cash book and bank reconciliation. The reports are viewed by all and checked by the Chairman at these meetings.	The Council precept is reviewed on a yearly basis and monitored monthly on Budgetary Control. The Clerk produces quarterly reports of current spending.
Financial Records	Inadequate records	G	The Councils Financial Regulations sets out the requirements	Financial Regs to be reviewed and adopted Yearly
Bank and banking	Banking irregularities (mistakes)	G	The Council has Financial Regulations which set out banking requirements	Financial Regs to be reviewed and adopted Yearly
Reporting and auditing	Inadequate Information and communication	G	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Monitored Monthly by 2 x Councillors
Grants	Inadequate Funds, not authorised by Council	G	All such expenditure goes through the required Council process of approval, minuted and listed accordingly.	Procedure in Place under the S137 power
Clerks Salary	Salary paid incorrectly. Unpaid Tax to HMRC	G	Payroll administration and PAYE is outsourced to a payroll provider.	Procedure in place through the Councils Financial Regulations
VAT	Reclaiming/charging	G	The Clerk carries out the annual VAT claim which is done online direct to HMRC. The Council has Financial Regulations which set out the requirements needed	Financial Regulations adopted yearly

Annual Return	Submit within time limits	G	Annual Return is completed and submitted within the prescribed time frame by the Clerk. The Return is presented to council at full council meeting where it is checked and signed by the Chairman and Clerk following authorisation by Council.	Existing procedures adequate.
Legal Powers	Illegal activity	G	All activity and payments within the powers of the Parish Council to be resolved at full Council meetings.	Existing procedures adequate.
Employees	Fraud	G	Requirements of Fidelity Guarantee insurance adhered to with regards to Fraud	Existing procedures monitored annually
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality	G	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting and made available to members of the public.	Existing procedures adequate. Members adhere to the Councils code of conduct
Members interests	Conflict of interests Register of members interests	G	Declarations of interest by members at Council meetings. Register of members interests forms reviewed annually	Members take responsibility to update the register.
Insurance	Adequacy of the policy	G	An annual review is undertaken of all insurance arrangements. Council and Employee liabilities, Parish Council assets, Public Liability cover and cover for volunteer workers. The insurance arrangements are discussed at full council meeting prior to renewal. The insurance policy is made available to members of the public by request.	Insurance reviewed annually
Data protection	Policy provision	G	The Parish Council is registered with the Information Commissioners Office.	Check registration and renewal
Freedom of Information	Policy provision	A	The Council has a Model Publication scheme in place. The Council is registered with the Information Commissioner. All FOI requests are dealt with by the standard process as set out by the Information Commissioner.	Check Model Publication scheme. Monitor any requests made under FOI

Transparency and accountability	Policy provision	A	The Council has adopted the Transparency Code for Smaller Authorities in accordance with the the Local Audit and Accountability Act 2014	Monitored annually.
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PHYSICAL EQUIPMENT OR AREAS

Assets	Risk/damage to third party (ies) property	G	An annual review of assets is undertaken for insurance provision. Regular play equipment safety inspections are carried out by a designated Councillor. Annual ROSPA inspection is carried out by a designated company. Public Liability provision is made within the tailored Parish Council insurance policy.	Existing procedures adequate
Maintenance (Play Park) Street Lighting	Poor Maintenance of assets or amenities	G	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Monitored weekly and annual inspections carried out by 2 x Councillors
Notice Board	Risk of damage	G	The Parish Council currently has 4 x notice boards. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Clerk and dealt with in accordance of the correct procedures of the Council	Existing procedures Adequate
Meeting locations	Adequacy Health & Safety	A	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures Adequate
Council records – paper	Loss through: Theft Fire damage	A	The Parish Council records are stored at the home of the Clerk. Records include Historical correspondences, minutes, insurance, bank records. The documents are stored in lockable cabinets.	Existing provision is adequate, to be Reviewed annually or as and when required.

Council records – electronic	Loss through: Theft, fire damage or corruption of computer	A	The Parish Council electronic records are stored on the Council laptop the laptop resides at the clerks home. The laptop is stored within a lockable metal cabinet when not in use. Back ups of electronic data are made at regular intervals via cloud storage.	Specialist IT company is employed by the Council
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Approved by members on 5th June 2019

Review period: Annual

Due for Review: May 2020