

Bitteswell with Bittesby Parish Council

Risk Assessment & Management Policy

Review date: May 2024

Subject	Risk Identified	Management/Control of Risk
Assets	Loss or damage to physical assets	<ul style="list-style-type: none">• Assets are listed and reviewed annually• Appropriate insurance cover held for all assets• Insurance cover is reviewed annually
Business continuity	Loss of Council data	<ul style="list-style-type: none">• All data is backed up to OneDrive.• The clerk backs up all data to an external hard drive at least once a month.
Employees	Failure to comply with Employment Law	<ul style="list-style-type: none">• All employees have contracts of employment• Membership to local and national associations maintained• Job description clearly defined• Regular staff appraisals undertaken and training encouraged• Policies relating to Annual Leave, Annualised Hours, Equal Opportunities, Home and Lone Working and Health & Safety adopted and reviewed regularly
Employees	Loss of key staff	<ul style="list-style-type: none">• Continuous individual liaison regarding problems and issues• Documented procedures for all key activities• In the event of the clerk resigning the Council will enlist the services of Leicestershire & Rutland Association of Local Councils (LRALC) until a replacement has been appointed
Financial	Precept inadequate	<ul style="list-style-type: none">• Robust budget systems in place to set precept• Budget meeting held annually and precept calculated accordingly• To keep General Reserves at a level of between three and twelve 12 months precept to form part of a contingency to cushion the impact of unexpected events or emergencies
Financial	Loss of money through error or theft	<ul style="list-style-type: none">• Bank reconciliation carried out and statement issued for every meeting• Two signatures required for all cheques• Year-end bank reconciliation and bank statement verification to completed each year at the Chairman presiding the Annual Meeting
Financial	Incorrect payments for goods and services	<ul style="list-style-type: none">• RFO to verify all submitted invoices and raise payments as required• All payment orders require two signatories – both to scrutinise payment orders against invoices for accuracy as per financial regulations• Internal audit

Financial	Inadequate insurance cover	<ul style="list-style-type: none"> • Annual review of insurance cover • Consideration of insurance requirements for each new project or purchase
Financial	Failure to put adequate controls in place	<ul style="list-style-type: none"> • Internal audit procedures and Internal Auditor's report reviewed annually • The approval of the use of BACS/Standing Orders/Direct Debit payments will be reviewed and renewed by resolution of the council at least every two years
Financial	Theft/fraud	<ul style="list-style-type: none"> • New employee references taken • All expenditure administered by the RFO • Reports of financial transactions circulated to all members and scrutinised at every Parish Council Meeting • Bank reconciliation reports provided to all members at each Parish Council Meeting • Bank reconciliation reports supported by bank statements provided to the Parish Council annually for verification • Insurance cover • Financial regulations in place reviewed annually • Internal/External audit
Councillors	Bringing the Council into disrepute	<ul style="list-style-type: none"> • The Council adopt a Code of Conduct • Councillors offered training on the requirements of the Code of Conduct • A professional approach is undertaken on all Parish Council matters • Register of Interests completed and kept updated, • Reminder for Councillors to declare interests at the start of every meeting • Libel & Slander cover of £250,000 held
Public Liability	Risk to individuals, third party or property	<ul style="list-style-type: none"> • Public liability insurance cover £10,000,000 • Full inspection of play areas and risk assessment carried out on annual basis and visual inspections carried out on monthly basis • Clerk and one councillor have completed playgrounds inspection course
Employer's Liability	Failure to comply with employment law	<ul style="list-style-type: none"> • Employer Liability insurance cover of £10,000,000 held • Council holds membership of NALC and LRALC • Clerk is member of SLCC • Clerk's salary and terms and conditions reviewed annually
Legal Liability	Failure to ensure activities are within legal limits	<ul style="list-style-type: none"> • Advice taken from the clerk; further advice sought from LRALC if necessary • Legal liability insurance cover held