

Newbold Astbury cum Moreton Parish Council

RISK ASSESSMENT

Table 1 Area where there may be scope to use insurance to help manage risk	
<p>Risk Identification Insurance cover for risk is the most common approach to certain types of inherent risks: The protection of physical assets owned by the council – buildings, furniture, equipment, etc. (loss or damage)</p> <p>The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability) The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (fidelity guarantee) Legal liability as a consequence of asset ownership (public liability)</p>	<p>Council's response Comprehensive insurance is in place with Came and Company for 2016/17.</p> <p>Covered</p> <p>Public liability insurance cover for £10,000,000</p> <p>Employer's liability insurance cover £10,000,000. .</p> <p style="background-color: yellow;">Fidelity Guarantee £250,000</p> <p style="background-color: yellow;">Personal accident £500,00</p>
<p>Internal controls A council's internal controls may include: An up to date register of assets and investments</p> <p>Regular maintenance arrangements for physical assets</p> <p>Annual review of risk and adequacy of cover</p> <p>Ensuring the robustness of insurance providers</p>	<p>Council's response Fixed asset register updated 2016 all items added as some were missing. Listed on website</p> <p>Yes. BT box painted this year. Two benches outstanding All NB replaced</p> <p>Clerk attended a Health and safety course – action to implement</p> <p>Yes</p>
<p>Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of management arrangements regarding insurance cover Testing of specific internal controls and reporting findings to management</p>	<p>Council's response Checked June 2016</p> <p>Update 6 July 2016</p> <p>Actioned</p>
Table 2 Areas where there may be scope to work with others to help manage risk	
<p>Risk Identification The limited nature of internal resources in most local councils means that councils wishing to provide services often buy them in from specialist external bodies, e.g.</p>	<p>Council's response Came and Company approved by SLCC</p>

Maintenance for vulnerable buildings, amenities or equipment	N/A
The provision of services being carried out under agency/partnership agreements with principal authorities	N/A
Banking arrangements, including borrowing or lending	N/A
Ad hoc provision of amenities/facilities for events to local community groups	Transparency Code adhered to
Markets management	N/A - completed through Glebe Farm
Vehicle or equipment lease or hire	N/A
Trading units (leisure centres, playing fields, burial grounds, etc.)	
Professional services (planning, architects, accountancy, design etc.)	
Internal controls A council's internal controls may include: Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment Regular reporting on performance by suppliers, providers, contractors Annual review of contracts Clear statements of management responsibility for each service Regular scrutiny of performance against targets Adoption of and adherence to codes of practice for procurement and investment Arrangements to detect and deter fraud and/or corruption	Council's response Standing Orders reviewed in March 2017 Financial Regulations 2016 OK N/A N/A N/A .
Regular bank reconciliations, independently reviewed	Every month reconciled to bank statement Transparency Code in place
Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied Review and testing of arrangements to prevent and detect fraud and corruption Review of adequacy of insurance cover provided by suppliers Testing of specific internal controls and reporting findings to management	Council's response
Table 3	
Areas where there may be a need to self-manage	
Risk identification There are a number of activities that create	Council's response

<p>business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.</p> <p>Keeping proper financial records in accordance with statutory requirements`</p> <p>Ensuring all business activities are within legal powers applicable to local councils</p> <p>Complying with restrictions on borrowing</p> <p>Ensuring that all requirements are met under employment law and Inland Revenue regulations</p> <p>Ensuring all requirements are met under Customs and Excise regulations (especially VAT)</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements</p> <p>Monitoring of performance against agreed standards under partnership agreements</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137</p> <p>Proper, timely and accurate reporting of council business in the minutes</p> <p>Responding to electors wishing to exercise their rights of inspection</p> <p>Meeting the laid down timetables when responding to consultation invitation</p> <p>Meeting the requirements for Quality parish status or other accreditation</p> <p>Proper document control</p> <p>Register of members' interests and gifts and hospitality in place, complete, accurate and up to date</p>	<p>Yes</p> <p>No current borrowing</p> <p>N/A</p> <p>Correct new clerk employed in 2016.</p> <p>Salary completed under Cranage Parish Council with TCS Management.</p> <p>Budget approved in 2016 – precept increased. Excessive overspend in 2016/17 due to no budget 2015/16.</p> <p>N/A</p> <p>Only the Church donation</p> <p>YES</p> <p>Clerk responsible for compliance and council calendar.</p> <p>Grant Policy adopted</p> <p>Council deciding if they wish to adopt In place and revised annually</p> <p>Yes on website too</p>
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Table 4
Areas where there may be a need to self-manage risk

Internal controls	Council's response
<p>A council's internal controls may include:</p> <p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure</p> <p>Recording in the minutes the precise powers under which expenditure is being approved</p> <p>Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation</p> <p>Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary</p> <p>Regular budget monitoring statements</p> <p>Developing systems of performance measurement</p> <p>Procedures for dealing with and monitoring grants</p>	<p>Yes</p> <p>Yes</p> <p>Was updated 2016.</p> <p>Updated outstanding claims in 2016.</p> <p>Will be in 2016</p> <p>Yes lottery funding application applied for defibrillator</p>

<p>or loans made or received</p> <p>Minutes properly numbered and paginated with master copy kept in safekeeping</p> <p>Documented procedures to deal with enquiries from the public</p> <p>Documented procedures to deal with responses to consultation requests</p> <p>Monitoring arrangements by the council regarding Quality Council status</p> <p>Documented procedures for document receipt, circulation, response, handling and filing</p> <p>Procedures in place for recording and monitoring members' interests and gifts and hospitality received</p> <p>Adoption of codes of conduct for members and employees</p>	<p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Internal audit assurance</p> <p>Internal audit testing may include:</p> <p>Review of internal controls in place and their documentation</p> <p>Review of minutes to ensure legal powers in place, recorded and correctly applied.</p> <p>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption</p> <p>Testing of disclosures</p> <p>Testing of specific internal controls and reporting findings to management</p>	<p>Council's response</p> <p>Internal Audit process.</p> <p>Council carry out monitoring procedures</p> <p>Members are encouraged to carry out checks.</p>
<p>Table 5</p> <p>Partnership</p>	
<p>Ensure that proper safeguards exist when the Council works in partnership with another body</p>	<p>If the Council is working in Partnership with another body the Council should take a critical look at the situation with particular emphasis on:</p> <ol style="list-style-type: none"> 1. If the body is not a statutory body check if a constitution is in place and appropriate officers are in place. 2. Review the financial position of the body. 3. Where appropriate check for public liability insurance. 4. Keep records of the relationship of the parties by a written agreement where appropriate or the use of regular notes and minutes

Approved by Council on
Cllr J Carter

.....Date...21.03.17.....

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Chairman of Newbold Astbury cum Moreton Parish Council

J Mason

.....Date...21.03.17.....

Clerk of Newbold Astbury cum Moreton Parish Council