

BUGBROOKE PARISH COUNCIL

FINANCIAL AND MANAGEMENT RISK

ASSESSMENT

Risk assessment is a systematic general examination of business activities and operations (including working conditions) that will enable the Parish Council to identify any and all potential risks inherent in those activities and operations. Based on a recorded assessment, the Parish Council should then take all necessary steps to eliminate or, where this is not possible, reduce the risks, insofar as it is reasonably practicable to do so.

This document has been produced to enable the Parish Council to assess the financial, management and other business risks that it faces and to satisfy itself and others that it has taken adequate steps to control them. In conducting this exercise the following plan was followed:-

- Identify the activities and operations to be reviewed
- Identify the hazards and determine the nature (who is at risk, from what and how) of the risks they present
- Eliminate risks where possible and implement appropriate risk control strategies to manage the residual risks
- Record all findings,
- Regularly monitor and review as necessary

| Category | Risk | Likelihood | Control Measure | Comments |
|----------------------------|---|-------------------|--|--|
| <u>Business continuity</u> | 1. Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance | Low | Clerk able to work from home or temporary office. Short term sudden absence of the Clerk to be covered by Councillors Permanent loss or long term incapacity of the Clerk would to be covered by Councillors and /or the appointment of a Locum Clerk. | Existing arrangements adequate. Clerk has recorded all relevant passwords and pin numbers and advised the Internal Financial Control Councillor of their whereabouts. |
| | 2. Precept and/or other income not | Low | The Parish Council carries cash reserves to the value | Existing procedures adequate. |

| | | | | |
|------------------|--|------------------------------|---|--|
| | received 3. Loss of documents and/or data | Low | of six months precept. Clerk regularly backs-up data to an external hard drive which is stored in a fire proof safe. Clerk able to access documents/emails via cloud storage or the hard drive. Important documents are stored in fireproof safe or duplicated elsewhere. Electronic data is held in at least two places (memory sticks; external hard drive; desktop pc; tablet) | Existing arrangements adequate |
| <u>Financial</u> | 1. Theft/loss of money 2. Theft/loss of and/or damage of assets 3. Insolvency of insurance company | Low Medium Low | Financial regulations and internal controls are in place. Additionally:- <ul style="list-style-type: none"> ▪ Records of all financial receipts, invoices, spreadsheets etc are available at all times for scrutiny by Councillors. ▪ The appointment Internal Financial Control Councillor meets with the Clerk on a quarterly basis to review all financial matters. ▪ Clerk provides a bank reconciliation to every Parish Council meeting and quarterly produces a spending against budget report circulated to all Councillors ▪ Fidelity Guarantee in place Covered by comprehensive insurance policy which is reviewed annual ly and reassessed in line with changes in asset ownership Cover effected with a major insurance company via specialist broker for Parish Council business | Annual review confirms existing arrangements as adequate Fidelity Guarantee is £150,000 Approx. £128,000 of asset cover Annual agreement with Aviva plc |
| <u>Legal</u> | 1. Legal liability as a consequence of asset ownership. Damage to third party property and/or personal injury. | Low | Covered by Public Liability insurance. No premises owned or rented; play equipment and low risk street furniture – bus shelters; benches; bins; noticeboards etc in public areas that are inspected monthly by Councillors. Play equipment inspected annually by Registered Play Inspector. All street lights checked for electrical safety (2014 valid for 6 | Public Liability cover currently £10 million Level of insurance cover is reviewed annually. |

| | | | | |
|--|---|------------|--|---|
| | 2. Personal accident to members, staff and volunteers (Parish Environment Warden). Assault of staff or volunteer. | Low/Medium | years) and are serviced and maintained by a competent contractor. Where the Parish Council undertakes activities and has assets that pose a risk to staff, Councillors; volunteers or other third parties acting on behalf of the Parish Council; there is a formal Health and Safety Risk Assessment in place. Clerk is a "Lone Worker" for the majority of the time. Little or no cash is handled. Covered by personal accident and Employers Liability insurance. | Separate Health and Safety Risk Assessment prepared and reviewed annually |
| | 3. Inappropriate use of powers | Low | CiLCA qualified Clerk (with GPoC extension) Membership of Northants CALC and Clerk's membership of SLCC provided access to current and up to date advice if necessary. Upon appointment all Councillors are provided with a copy of the adopted Code of Conduct for Councillors | Parish Council adopted General Power of Competence February 2014, re-adopted following elections May 2015 |

Approved and adopted by Bugbrooke Parish Council.....Signed

Chairman

Date 9th May 2016

BUGBROOKE PARISH COUNCIL

HEALTH AND SAFETY RISK ASSESSMENT

| Hazard | People at risk and How | Control Measures | | Action Required | Action | | Done |
|----------------|---|--|--|---|-------------------------------|---------------------|-------------|
| | | Required | Current Status | | Who | When | |
| Litter Picking | Councillors and volunteers following contact with traffic, sharp and/or contaminated litter and other discarded refuse. | <ol style="list-style-type: none"> 1. Provision of protective equipment, to avoid the need for picking by hand 2. Provision of protective clothing 3. Proposer disposal arrangements in place 4. Briefing for Councillors/volunteers | Terms of Reference agreed with Parish Environment Warden | Provision of suitable equipment and clothing. | Clerk in conjunction with PEW | As soon as possible | |
| Trees | Public, from falling branches etc. | <ol style="list-style-type: none"> 1. Regular Inspection | | | | | |
| | | | | | | | |

Approved and adopted by Bugbrooke Parish Council.....Signed

Chairman

Date 9th May 2016