

Burley Parish Council

Risk Assessment and Management



Approved at Annual Meeting of the Council 21st May 2020

Area	Current risks	Level	Control
Assets	Protection of physical assets	Medium	Buildings insurance in place and increased annually, subject to inflation, for equipment and assets. Maintenance and repair carried out by skilled volunteers and/or professional contractors.
	Security of physical assets	Medium	Assets kept in secure container(s) Limited number of key-holders for the Queens Hall and the Library Use of laptop by staff outside office covered by Council's insurance
Finance	Banking	Medium	All balances held with a TSB or Skipton Building Society Fidelity insurance in place. Banking details reported to Council eleven times a year and to Finance Committee four times a year.
	Financial controls and records	Medium	Monthly reconciliation carried out and account balances reported to the following council; including August when the Council does not meet. Two signatories on all cheques Internal and external audit checks in place Financial regulations reviewed annually Member encouraged to carry out 'spot checks' on a regular basis
	Comply with Customs and Excise Regulations	Medium	VAT claims calculated and submitted by the Clerk. VAT claims from to be completed quarterly. Internal Auditor provides a secondary check.
	Sound budgeting to underlie annual precept	Medium	Council receive detailed budgets at half year. Precept derived directly from this budget. Expenditure against budget reported to council monthly and to Finance Committee
	Comply with PAYE and National Insurance regulations	Medium	PAYE carried out by Bradford Council Payroll services for four staff. Internal Auditor provides a secondary check.
	Complying with borrowing restrictions	Low	Repayments to PWLB are made on a direct debit basis every April and September and are budgeted for accordingly.
	Loss of money due to staff or member criminal activity	Low	Fidelity guarantee insurance for £280,000 in place.
Liability	Risk to third party, property, individuals, councillors and employees.	Medium	£10,000,000 third party liability insurance in place £10,000,000 Employer's liability insurance in place Accident insurance for employees and members in place.
	Accident Liability: Volunteers	High	To a maximum of £50,000. Volunteers only insured up to the age of 90

Area	Current risks	Level	Control
	Legal liability as consequence of asset ownership	High	£12,000,000 third party public liability insurance in place Legal expenses insurance up to £10,000,000 in place
Legal Liability	Ensuring activities are within legal powers	High	Clerk checks legal position of any new proposal. Clerk holds Certificate in Local Council Administration Legal advice is sought where necessary. Legal expenses insurance cover in place.
	Proper and timely reporting via minutes	Medium	Minutes of meetings are approved by the council on a monthly basis. Minutes are made available to press and public in the council notice-boards and on the website plus social media where appropriate.
	Proper document control	Medium	Legal documents and deeds are kept in secure cabinet by the Clerk All electronic documents are automatically backed up.
Councillor propriety	Register of interests and gifts and hospitality in place	Medium	Register of interest completed. Declaration of interest at meetings Councillors are reminded of their obligations re gifts and hospitality by way of printed details on each agenda. Libel and Slander insurance up to £250,000 in place for members
Unexpected absence of staff	Ensure there are reasonable arrangements in place for locum or temporary clerk Ensure someone other than clerk has access to files and information	Low	Assess needs for a document detailing arrangements for access Regular meetings between Chair(s) and Clerk to ensure councillors aware of the clerk's work.
Employment	Comply with employment law	Low	Retain membership of YLCA and SLCC.
Elections	Risk of a by election being called as a result of a vacancy and consequent cost to the Council	Medium	Allocation to reserves of £4,000 budgeted to cover the cost of a possible election