



PUCKLECHURCH PARISH COUNCIL

Pucklechurch Parish Council Risk Assessment Schedule 2022

INSURANCE

| Risk Description | Measures Taken | Recommendations/Controls |
|---|--|--|
| <p>Damage to third party property or individuals</p> <p>Risk to third party as a consequence of providing a service</p> | <p>Public Liability Insurance & Property Owner's Insurance.</p> <p>Ongoing maintenance to seats, bins and fencing etc.</p> <p>Weekly play equipment checks by qualified person.</p> <p>Agreed delegated expenditure to Clerk (RFO) to commission emergency equipment repairs</p> | <p>Annual check on level of cover in place Clerk (RFO)</p> <p>Logged system of complaints received and action taken</p> <p>Play equipment and defibrillators checked by Maintenance Contractor on a weekly basis and faults reported to Clerk (RFO) and suppliers.</p> <p>Annual independent inspection of play equipment by qualified professional.</p> |
| Protection of Council properties furniture and equipment | <p>Property Damage Insurance All Risks Insurance Up to date Asset Register</p> <p>Regular Maintenance of equipment / Annual PAT Testing of electrical small appliance</p> | <p>Annual check on insurance values Clerk (RFO) Asset Register</p> <p>Use of professional technician, use of reputable insurance provider, and testing carried out annually by qualified technician. Monitored by Parish Clerk</p> |
| Insolvency of insurance company | Use of one of the largest companies providing specialist cover for Local Councils, as recommended by ALCA | Free legal service and advice from National Association of Local Councils and Avon Local Councils Association |
| Loss through theft or dishonesty of staff or members | Fidelity Guarantee incorporated in to insurance schedule | Thorough vetting process of job applicants, references taken up and annual staff reviews |
| Personal Accident to Members and Officers Assault to Officers | Personal Accident cover Including Assault cover Employer's Liability cover Libel Slander cover | <p>Annual check on level of cover in place Clerk (RFO)</p> <p>Clerk provided with phone</p> |



PUCKLECHURCH PARISH COUNCIL

| | | |
|--|--|--|
| | | Risk assessment and training given re safety procedures re use of supplied equipment all personal protection equipment supplied by Council |
|--|--|--|

AREAS OF SELF MANAGED RISK

| Risk Description | Measures Taken | Recommendations/Controls |
|--|--|---|
| Damage to and safety of seats, bins and fencing etc., | Regular maintenance by appointed contractor to be undertaken. Equipment no longer repairable to be reported to Parish Clerk | Councillors/ contractor requested to keep a check on PC owned equipment and to report any problems to Clerk (RFO). Reports from members of the public |
| Emergency situations e.g. fire Disturbance by member of public in a Council meeting | Mobile phone on-hand to summon assistance Location of fire exits made known | Procedures in place to deal with this in the Council's Standing Orders. Members trained in conflict resolution Members trained in first aid |
| Security of officers working alone in buildings Security of officers locking up building after meetings | Inform other occupants of building Officers to be accompanied when leaving the building and locking up after meetings | Chairman to ensure that officers are not left alone to exit building after meetings. |
| Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct | Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as an item on the agenda as a prompt to members (at every meeting). | Internal audit check Registers of Interest kept by the Clerk and uploaded to the Council website Ensure all Councillors are aware of Code, and need to complete Registers. NB – This is the responsibility of individual Councillors. |



PUCKLECHURCH PARISH COUNCIL

| | | |
|---|---|--|
| <p>Keeping proper financial records in accordance with statutory requirements</p> | <p>Regular scrutiny of financial records and approval of pending expenditure</p> <p>Records kept in accordance with Accounts and Audit Regulations</p> | <p>Financial regulations adopted and reviewed annually</p> <p>Detailed specification for engaging an Annual Internal Auditorⁱ</p> <p>Annual External Audit</p> <p>Officer training</p> |
| <p>Failure to collect rents from Council's leases</p> <p>Failure to issue new allotment agreements</p> | <p>Regular monitoring of income received</p> <p>Invoices scheduled on annual calendar</p> <p>Schedule of allotment agreement with due date maintained reviewed Quarterly</p> | <p>Annual Internal and External Audit</p> |
| <p>Ensuring all requirements met under employment law and Inland Revenue regulations</p> <p>Fair pay for staff</p> <p>Unfair dismissal claims</p> | <p>Regular returns to Inland Revenue; contracts of employment for all staff, systems of updating records for any changes in relevant legislation</p> <p>Salaries set in accordance with NALC / SLCC recommended scales</p> <p>Grievance and Appeals procedure</p> | <p>Councillors made aware of their responsibly as Employers</p> <p>Annual Staff Appraisals are undertaken, recorded and agreed</p> <p>Ensure that any training opportunities on Audit, tax, VAT are taken up</p> <p>Grievance and Appeals procedure in place</p> |
| <p>Failure of Computer system</p> <ul style="list-style-type: none"> • Hardware • Software | <p>Virus protection</p> <p>Clerk (RFO) authorised for emergency replacement</p> | <p>Regular updates of virus protection</p> <p>Regular computer backups are made on external hard drive by Parish Clerk.</p> <p>Some backups stored on and off premises.</p> <p>Provision reviewed annually by Clerk (RFO) and insured</p> |
| <p>Banking Arrangements</p> | <p>Regular bank reconciliations</p> <p>All payments in line with Financial Regulations</p> | <p>Regular monitoring reports to Council.</p> <p>Annual Internal and External Audit</p> |



PUCKLECHURCH PARISH COUNCIL

| | | |
|--|--|---|
| Loss of Income, or the need to provide essential services | Reserve in the budget | Level agreed as part of annual risk assessment process |
| Ensuring all requirements are met under Customs and Excise regulations (VAT) | Regular returns to HMRC | Take up training opportunities in VAT and other taxation issues as available Reading literature to keep up to date |
| Ensuring adequacy of annual precept and control | Approval of budget by full Council and regular budget monitoring statements | Regular budget monitoring |
| Ensuring all business activities are within legal powers applicable to local council | Councillor and staff training All expenditure referenced to appropriate legislation | Provide adequate training budget Internal audit / External audit |
| Complying with restrictions on borrowing | Borrowing approval authorised by Council in line with current restrictions | Reference to Local Council Administration Book (Charles Arnold Baker) Guidance from National Association of Local Councils and ALCA |
| Ensuring proper use of funds granted to local community groups under specific powers or under 137 | Identification of items paid under Section 137 and reported in the minutes and as a separate column in the Annual Accounts | NALC annual notification of permitted level of expenditure Annual Internal Audit / External Audit Grant application pack published - agreed and monitored. |
| Meeting timetables as laid down when responding to consultation invitations, including commenting on planning applications | Consultation documents presented to next appropriate Committee/Council meeting to formulate response | Action so agreed minuted |
| Breach of Confidentiality | Procedures for dealing with confidential data Passwords on computer systems | PC registered under Data Protection Act Appropriate Standing Order Item on each agenda considered for taking in private session with resolution to exclude the public |



PUCKLECHURCH PARISH COUNCIL

| | | |
|---|--|---|
| <p>Proper, timely and accurate reporting of Council business in minutes</p> | <p>Minutes properly numbered with a master copy kept in safekeeping</p> <p>Draft minutes published on website</p> <p>Minutes circulated and published on website</p> | <p>Minutes approved and signed at next meeting of Council</p> <p>Internal Audit check</p> <p>Computer backup</p> |
| <p>Failure to respond to electors wishing to exercise their rights of inspection</p> <p>Supporting papers</p> | <p>Minutes placed on the website for public inspection</p> <p>Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations</p> <p>Accounts published</p> <p>Draft budget published</p> <p>Freedom of Information Publication Scheme</p> | <p>Notice of Appointment confirmation signed and returned to Auditors</p> |
| <p>Document control – correspondence, postage, storage and filing, etc.</p> | <p>Correspondence date receipted</p> <p>Original deed documents stored with Solicitor</p> <p>Filing systems maintained in metal cabinets.</p> | <p>Documents backed up on-line, and on an external hard drive.</p> <p>The production and storage of physical documents is restricted as far as possible.</p> <p>Storage of old and/or important documents to be monitored</p> |



PUCKLECHURCH PARISH COUNCIL

POTENTIAL FOR WORKING WITH PARTNERS TO REDUCE RISK

| Risk Description | Measures Taken | Recommendations/Controls |
|---|--|---|
| Land and Allotments Health and Safety | Appropriate legal agreements Signing of Lease/Agreement | Allotment holders notified of safe operating practices. Professional risk assessors to oversee the Council's health & safety arrangements and offer advice on improvements. Review allotment site against detailed Risk Register annually |
| Changes to legislation and procedures | Provide effective training for Staff and Councillors | Provide adequate budget for staff and Councillor training by NALC / SLCC |
| Supplies and Services provided to the Council | Contract for services advertised and awarded in line with Standing Orders and Financial Regulations Ensure Contractors have adequate insurance and public liability cover | Contracts proposed by Working Party, ratified by Council Copy of insurance certificate supplied before award of contract Require contractors to provide risk assessments |

Reviewed and re-approved 2022/05/18 7c
