

**BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
RISK ASSESSMENT SCHEDULE 2016/17**

<u>Managing risks using Insurance</u>	Potential Impact H/M/L	Likely Risk H/M/L	Decision
Protection of physical assets owned by P.C. (buildings, equipment, furniture, etc.)	H	L	Insurance Checked Play Area Equipment checked weekly & records kept
Risk of damage to third party property or individuals as consequence of P.C. providing services/amenities to the public (Pub. Liability)	H	L	Insurance Checked Play Area Equipment checked weekly & records kept
Need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	L	L	Insurance Checked
Loss of cash through theft/dishonesty/transfer of funds (fidelity guarantee)	H	L	RFO appointed and tight financial controls in place Fidelity Insurance in place
Legal liability as consequence of asset ownership (public liability)	H	L	Public liability insurance in place
<u>Internal controls</u>			
Up to date register of assets	L	L	Documents available via Dropbox in JPC Vault Checked annually
Regular maintenance arrangements for physical assets	M	L	Controls in place and checked weekly
Annual review of risk and adequacy cover	M	L	RFO and Finance Cllr check annually
Ensuring robustness of insurance providers	L	L	Came & Company Underwritten by Aviva Insurance Limited
Monitor individual budgets annually	L	L	Income & expenditure checked monthly
<u>Internal audit assurance</u>			
Review of internal controls and documentation	L	L	RFO monitors on a regular basis
Review of management arrangements regarding insurance cover	M	L	Check adequate cover & review annually
Testing specific internal controls and reporting to management	L	L	RFO to monitor regularly
<u>Managing risks using third parties</u>			
<u>Risk identification</u>			
Security for buildings, amenities, equipment, etc.	L	L	Play Areas checked weekly
Maintenance for buildings, amenities, equipment, etc.	L	L	Play Areas checked weekly
Provision of services carried out under agency and/or partnership agreements	L	L	Third parties must be insured
Banking arrangements	M	L	Monitor accounts regularly

Ad hoc provision of amenities /facilities for events to local community groups	L	L	N/A
Vehicle or equipment hire	L	L	N/A
Trading units e.g., Playing fields, Sports fields etc.,	L	L	Monitor when trading
Professional services e.g., planning, architects, accountancy, design, etc.	L	L	Personal Indemnity insurance to be checked when appropriate
<u>Internal controls</u>			
Financial regulations dealing with the award of contracts and/or purchase of capital items	H	L	Adhere to Standing Orders & Financial Regulations Both Reviewed 2016
Regular reporting on performance of suppliers and contractors, etc.	L	L	Record at meetings, reviewed & reported regularly
Annual review of contracts	L	L	Monitor on regular basis
Regular review of performance against targets	L	L	Monitor at monthly meetings
Adherence to codes of practice for procurement and investment	L	L	Clerk Monitors regularly
Arrangements to detect and deter fraud and/or corruption	H	L	R.F.O. monitors & provides information when necessary - Councillor's to check
Regular bank reconciliations, independently reviewed	H	L	R.F.O. checks & monitors
<u>Internal audit assurance</u>			
Review of internal controls and documentation	L	L	Checked by RFO & IA
Review of minutes to ensure legal powers available and basis of powers recorded and correctly applied	L	L	Checked by RFO & IA
Review of arrangements to prevent/detect fraud	L	L	Checked by Finance Cllr
Review of adequacy of insurance cover	L	L	Checked by RFO & Finance Cllr
Testing specific internal controls and reporting to management	L	L	Monitored & checked by RFO
<u>Risk identification</u>			
Keeping proper financial records	H	L	Procedures adopted & checked regularly by RFO
Ensuring all activities are within legal powers	H	L	Clerk monitors at regular intervals
Ensuring all requirements are met under employment law and Inland Revenue regulations	M	L	Clerk/Finance Cllr to advise Book-keeper Employed for Clerks Salary, Tax & NI
Ensuring all requirements are met under Customs & Excise regulations (VAT)	M	L	R.F.O. monitors & claims regularly
Ensuring adequacy of annual precept within sound budgeting arrangements	M	M	Budget set on sound initiatives

Ensuring proper use of funds granted to local community bodies under Section 137/General Power of Competence	M	L	Funds used appropriately & when appropriate
Proper, timely and accurate reporting of council business in the minutes	L	L	Councillor's monitor monthly
Responding to Electors wishing to exercise their right to inspection	L	L	Books open by appt. Minutes available electronically & paper copies on request & on display at Meetings
Meeting laid down timetables when responding to consultation invitations	L	L	Adhered to
Proper document control	L	L	Re-organised 2016
Register of members' interests, gifts, etc., in place, complete, accurate and up to date	M	L	Appropriate documents with Clerk - open to inspection by appointment & on SDC web site
<u>Internal controls</u>			
Regular scrutiny of financial records and proper arrangements for expenditure approval	L	L	R.F.O. monitors
Recording in the minutes the precise powers under which expenditure is approved	L	L	R.F.O. monitors & records when appropriate
Regular returns to the Inland Revenue: contracts of employment for all staff, annually reviewed by the Council, systems for updating records for changes in legislation	L	L	Finance Cllr & RFO aware and monitors
Regular returns of VAT as necessary	L	L	VAT regularly claimed
Regular budget monitoring statements	L	L	Procedures in place
Procedures for managing grants made	L	L	Monitored and checked by Grants WP
Minutes properly numbered and paginated with master copy kept in safe-keeping	L	L	Clerk records
Documented procedures to deal with enquiries from the public	L	L	R.F.O. monitors & policies available on JPC web site
Documented procedures to deal with responses to consultation requests	L	L	R.F.O. monitors & policies available on JPC web site
Documented procedures for document receipt, circulation, response, handling and filing	L	L	In place
Procedures in place for monitoring members' interests, gifts etc.	L	L	In place
Adoption of codes of conduct for members	L	L	Policy available on JPC web site
<u>Internal audit assurance</u>			
Review of internal controls and documentation	L	L	In place
Review of minutes to ensure legal powers in place, recorded and correctly applied	L	L	RFO & IA monitors

Testing of income and expenditure from minutes to cash book, from minutes to bank statements	L	L	In place
Review of arrangements to prevent/detect fraud	L	L	In place
Testing of disclosures	L	L	In place
Testing of specific internal controls and reporting to management	L	L	In place

Approved amendments to the Risk Assessment on 20th March 2017
By the Beaudesert & Henley in Arden Joint Parish Council