

Tanfield Parish Council

RISK ASSESSMENT

<u>Risk Identification</u>	<u>The Council's Controls Are:</u>	<u>Internal Audit Assurance</u>
<p>Using Insurance to Manage Risk</p> <ul style="list-style-type: none"> • The protection of physical assets owned and managed by the council: the play areas and the bus shelters (loss or damage). • 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). • Loss of cash through theft or dishonesty (fidelity guarantee). • Legal liability as a consequence of asset ownership or management. 	<ul style="list-style-type: none"> • Reviewing the assets and investments of the council at each Annual Parish Council Meeting. • Regular maintenance (including recorded visual checks) of play area. • Annual inspection by RoSPA (or other qualified body) of play area, and their recommendations being implemented. • Annual review of risk and the adequacy of cover, at time when insurance policy is renewed. • Ensuring the robustness of insurance providers. 	<ul style="list-style-type: none"> • Review of internal controls in place and their documentation where appropriate. • Review of insurance cover. • Report findings to the council.
<p>Working with Others to Manage Risk</p> <ul style="list-style-type: none"> • Security for vulnerable buildings, amenities or equipment. • Maintenance for vulnerable buildings, amenities or equipment. • Banking arrangements including borrowing or lending. • Professional services (planning, architects, accountancy, design etc). • The provision of services being carried out under agency, partnership or contractual agreements. 	<ul style="list-style-type: none"> • Standing order 18.5 and financial regulation 11, dealing with the award of contracts for services. • Regular reporting on performance of suppliers/providers/contractors. • Annual review of contracts. • Adoption of and adherence to codes of practice for procurement and investment. • Regular bank reconciliations, independently reviewed. • Arrangements to detect and deter fraud and/or corruption (standing orders, financial regulations and contracts of employment). • Obtaining and using relevant guidance where required e.g. YLCA and SLCC help lines. 	<ul style="list-style-type: none"> • Review of internal controls in place and any relevant documentation. • Review of accounts 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. • Report findings to council.

Tanfield Parish Council

RISK ASSESSMENT

<u>Risk Identification</u>	<u>The Council's Controls Are:</u>	<u>Internal Audit Assurance</u>
<p>Self-Management of Risk.</p> <ul style="list-style-type: none"> • Keeping proper financial records in accordance with statutory requirements. • Ensuring all business activities are within legal powers applicable to local councils. • Ensuring that all relevant requirements are met under employment law. • Ensuring that all relevant requirements are met under HM Revenue & Customs regulations. • Ensuring the adequacy of the annual precept within sound budgeting arrangements. • Ensuring the proper use of funds granted to local community bodies under specific powers, or under section 137. • Proper, timely and accurate reporting of council business in the minutes. • Responding to electors wishing to exercise their rights of inspection. • Proper document control. • Register of Members' Interests and Gifts and Hospitality in place. 	<ul style="list-style-type: none"> • All financial transactions are to be reported to the council at the next full meeting. The council must approve all expenditure in advance, excepting financial regulation 3.2. • Recording in the annual accounts, the precise powers under which expenditure is being approved. • Contracts of employment for all staff, annually reviewed by the Council. • Updating of records to take account of any changes in relevant legislation. • Returns of VAT at timely intervals, and providing appropriate training of responsible officers as is required. • Financial regulation 8 for dealing with and monitoring loans and investments made or received. • Publication Scheme under the Freedom of Information Act details procedures to deal with enquiries from the public for inspection of documents. The Guide to Proactively Published Information is displayed on the parish noticeboard. • Clerk and RFO responsible for document receipt, circulation, response, handling and filing. • Clerk makes available required documents for recording Members' interests and Gifts and Hospitalities received. • All members to adopt relevant code of conducts, also standing order 19 dealing with interests. • Annual review of precept before submitting next request. 	<ul style="list-style-type: none"> • Review of internal controls in place and any relevant documentation. • Review of accounts to ensure legal powers in place, recorded and correctly applied. • Testing of income and expenditure from minutes to cashbook, from minutes to statements etc. • Testing of arrangements to prevent and detect fraud and corruption. • Reporting findings to council.

Tanfield Parish Council

RISK ASSESSMENT

This risk assessment was prepared by Iona Taylor, Clerk to Tanfield Parish Council:

Signed:

Dated:

This risk assessment was adopted by the Council at its meeting held on 11th May 2009:

Signed:

(Chairman)

Dated:

This risk assessment was reviewed and where necessary updated (amendments attached) on:

Date reviewed:	Signed by Chairman: