

Policy Name	Frequency of Review	Date adopted & Minute Ref
Risk Assessment – General	Annually	5.4.2017 Minute 16/193
		4.4.2018 Minute 17/301
		6.3.2019 Minute 18/184

BOURTON ON THE WATER PARISH COUNCIL
GENERAL RISK ASSESSMENT: REVIEW 2019-20

1. Areas where insurance can be used to manage risk

- a) **Protection of physical assets e.g. buildings, furniture, equipment etc**
All physical assets are insured with a renewal date of 1st October each year. The values of all assets are revised by the Clerk annually prior to each policy renewal to ensure policy limits are appropriate. All values are adjusted annually using the appropriate Index Link factor for that year, as advised by the retained insurance broker. The updated Asset Register is circulated annually to Council and approval of the Register and asset values is recorded in Council minutes. The Clerk evaluates the insurance market every three years to ensure competitive premiums and best value service; the Council will enter into a long-term (maximum 3 years) arrangement with the selected insurance provider if this delivers significant savings.
- b) **Risk of damage to third party property or individuals as a result of the Council providing services or amenities to the public**
The insurance policy includes appropriate cover to protect its members, staff and visitors to the Council's property and land, to include cover for the following:
Public Liability Insurance of £10m; Employer's Liability of £10m; Hirers Indemnity £2m; Official's Indemnity of £500K; Libel & Slander Cover of £250K; Legal Commercial Protection of £100K. Limits are reviewed and amended as and when circumstances change, or to address new responsibilities.
- c) **Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)**
Business Interruption cover is included in the insurance policy in the form of 10k Loss of Revenue and 25k Increased Cost of Working cover. The level of cover required is reviewed annually prior to renewal, and recorded in Council minutes.
- d) **Loss of cash through theft or dishonesty (fidelity guarantee)**
The Council has Employee Dishonesty cover of £250,000 for all members and employees, and cover for loss or theft of money up to £2,000 pp.

2. Areas where third parties can be used to manage risk

- a) **Security for buildings, amenities and equipment & Third Party Liability**
The Parish Council enters into arrangements with third parties to increase protection for its assets, as follows:
Community Centre: Fire & Intruder Alarm service agreements
Play Area equipment: Weekly and annual inspections; retention of qualified play equipment providers in respect of repairs;
Cemetery: Independent Maintenance contractor
Trees: Independent qualified tree surgeon
Open Spaces: Independent Maintenance Contractor
- c) **Banking Services and Investments**
The Council reviews the provision of all banking and investment services at least once a year, or as required in the interim. The review will comprise a comparison of banking services to ascertain the most appropriate and best value providers. It undertakes to seek independent advice in respect of matters which require a greater understanding of financial or investment strategy. The Council will abide in all respects by the conditions set out within its Investment Policy which is reviewed annually.
- d) **Liability as a Service Provider**
The Parish Council undertakes to maintain membership of GAPTC in order to benefit from specialist advice regarding decisions made by the Parish Council and to help ensure that no decisions are taken which are not in accordance with statutory legislation or beyond their authority.

The Clerk and new Councillors are required to attend training courses as necessary to ensure they are familiar with Parish Council administration and the varying responsibilities of their roles – an annual training budget is set aside for this purpose.

- e) **Audit Requirements**
In accordance with existing legislation, an independent Internal Auditor is appointed by the Council to undertake an annual audit in line with legislative requirements. The report is subject to approval by Council in respect of recommended actions. The Parish Council reviews this appointment annually, and seeks confirmation of appropriate qualification to undertake this work and to ensure best value service.
- f) **VAT**
The Parish Council registered to pay VAT following its taking ownership of the Community Centre, and its expansion of activities to include lettings and the generation of commercial income. The Council will submit VAT Returns to HMRC in line with all legal requirements and timescales as set out by HMRC.
- g) **Payroll**
The Parish Council has appointed an external payroll advisor to prepare and submit the monthly payroll figures to HMRC in light of the more specialised knowledge required in relation to the introduction of Real Time Reporting and increased staffing levels, and to ensure the Council is compliant with all relevant legislation and requirements in this respect. This instruction will be reviewed periodically to ensure best value is obtained.
- h) **Pensions**
The Council obtained independent expert advice in respect of Automatic Enrolment to ensure all staff are enrolled correctly; the Declaration of Compliance has been circulated and considered by the FGP Committee to record Council has met its statutory obligations. The Council will subsequently obtain independent expert advice regarding all pension matters as and when necessary in order to confirm compliance with future pension related legislation.
- i) **Residential lettings**
The Council will engage the services of an independent letting agent to advertise vacant residential accommodation, whenever necessary, to receive advice regarding market rental levels to maximise value in terms of rental income, and to avoid gaps in tenancies and a rental income stream.
- j) **Contractors' Liability**
The Parish Council requires that all retained contractors confirm they possess adequate Third Party Liability insurance in respect of risks associated with the contracted works. For all contracts in excess of £10k the Council will require prior sight of the relevant insurance policy.

3. Areas where the Parish Council can self-manage risk:

- a) **Internal Financial Controls:**
Council has established Internal Financial Controls which govern and establish requirements for the correct management of all Council's finances. These controls have been established to prevent theft, corruption and improper use of Council monies. Council appoints an Internal Financial Controller ("IFC") and the IFC and a panel of different councillors undertake quarterly checks of the internal financial controls; reports are circulated to Council for consideration and approval. The Internal Financial Controls are submitted annually to Council, for consideration and approval as part of the External Audit process.
- b). **Maintenance/Health & Safety in respect of buildings, amenities and equipment**
The Council approves an annual budget for each Committee which provides for the inspection and prompt maintenance of all of its assets. Decision and expenditure is agreed and approved in accordance with the Council's Scheme of Delegation policy.

Community Centre:

Staff undertake regular H&S/Fire checks as required by statutory legislation, and records are maintained appropriately. Council undertakes an annual H&S inspection of the building, which is reported to and signed off by Council.

All essential paper records are stored in a fire-proof safe, and computerised records are backed up weekly and stored in the office/off-site.

The Council has established Terms and Conditions governing the hiring of public rooms within the Community Centre which are automatically binding upon all hirers. The Terms have been established following consultation with the Council's insurers, and these are reviewed periodically.

In-house maintenance is undertaken wherever possible. Outside contractors are selected on the basis of best value and best service, with preference given to local contractors, wherever possible.

General:

All other lockable equipment owned by the Council (ie sheds and street furniture such as bollards, gates etc) remains locked at all times, with keys retained only in the Council office. The key safe is locked daily by staff, and the key is stored in a key safe whose code is issued only to authorised staff and the Chairman.

c) **Income protection:**

The Council's Reserves Risk Assessment makes adequate provision to protect its commercial and non-commercial income. Reserves are set aside in line with recommendations, which are reviewed and approved annually by the Council.

d) **Administration of Day to Day Business**

Staffing: Staff are employed to undertake the day to day administration of Council business. Their duties, and restrictions governing their authority are set out in the contracts of employment and Financial Controls which are reviewed by the Finance & General Purposes Committee.

Provision against Business Interruption: The Council has established a Chairman's Box to be stored by the Chairman away from the Council Office which contains all documents necessary for the administration of Council's activities so there is no interruption in the event of an emergency. The items to be included will be reviewed periodically by the FGP Committee.

Computer data: The office computers are password protected and access is restricted. Confidential and accounts data stored on the computer is password protected. All staff files and employment records are stored in the fire-proof office safe.

Compliance with legislation: The Clerk is responsible for ensuring that the council does not act 'ultra vires' when a decision is taken. It is recorded if the council decides against the Clerk's advice. Legislation and good practice is being adopted in all instances. A budget for training to ensure staff and councillors remain competent to act in their respective areas of authority is provided for within each annual budget. All internal governance documents are reviewed annually for approval by Council.

e) The Council will record all details relating to risk assessments undertaken and completed in the Risk Assessment Completion Schedule (Annex A).