

## RISK ASSESSEMENT AND INTERNAL CONTROLS 2024

AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
<b>Assets</b>	Protection of physical assets	Medium	<p>Maintain up-to-date asset register.</p> <p>Assets owned by the Council include office equipment, play equipment, bus shelters, fences, public seats, notice boards, are all insured.</p> <p>New assets are added to the insurance policy when acquired.</p>	<p>Clerk to present asset register and insurance documents to the Full Council annually for review and endorsement.</p> <p>The insurance policy is also reviewed by the internal auditor.</p>
	Maintenance of play areas and open spaces	High	All play areas are inspected by BDBC on a weekly basis.	The weekly inspection reports are circulated to the Parish Council and records are available for inspection. Medium and high risks are actioned accordingly.
<b>Finance</b>	Banking	Medium	Bank accounts are held with Lloyds Bank.	Statements are received monthly and the bank reconciliation and statements are verified by a member of the Parish Council at a meeting.
			<p>All funds are protected by the Financial Services Compensation Scheme (FSCS).</p> <p>Financial Regulations to be followed.</p> <p>Online Payments are set for 2 to authorise.</p> <p>Direct logging on is not permitted with an additional authentication step</p>	<p>Financial Regulations and risk assessment for on-line banking to be reviewed regularly.</p> <p>Need card reader to log on</p>

	Loss of income or need to provide essential services consequent upon critical damage, loss or non-performance of third party.	Medium	<p>Minimal potential likelihood- no insurance required.</p> <p>All contractors involved with contracts in excess of £500 to provide proof of public liability cover.</p>	<p>Precept raised by the Parish Council.. Clerk to present insurance documents to the Full Council annually for review and endorsement.</p> <p>Council to ensure that contracts in excess of £500 are suitably worded and relevant insurance documents from contractors are submitted to the Clerk</p>
	Loss of cash through theft or dishonesty	High	Payments are made via Bank Transfer or standing order	<p>2 Councillor authentication is used for all payments made by bank transfer.</p> <p>Standing orders are used for monthly services</p>
	Financial control and records	Medium	<p>Monthly bank reconciliation to be prepared by the Clerk, verified by Full Council and signed and dated by a Councillor.</p> <p>Monthly payments of account to be signed and dated by the Clerk and presented at Full Council meetings, a resolution agreed and then signed by 2 Councillors</p> <p>Payments are currently actioned by the Clerk. The bank account allows for the Clerk to set up the payments and for two Councillors to finish the payment process.</p> <p>Internal auditor appointed.</p> <p>Financial approvals and expenditure to be filed with the invoices.</p>	<p>Internal auditor appointed.</p> <p>Financial Regulations to be reviewed annually.</p> <p>Annual review by internal auditor and their reports to be presented to the Full Council.</p> <p>Signatories on the accounts to be reviewed annually.</p> <p>Clerk to present the actual to budget expenditure quarterly.</p> <p>The use of direct debits and standing orders is to be renewed by resolution of the Council at the Annual meeting.</p>

	Comply with HMRC regulations	High	<p>VAT returns are completed by the Clerk at least annually.</p> <p>Payroll is run by an external payroll provider, submitted monthly online password protected and the employer's annual return is submitted within the prescribed time frame.</p>	<p>Checked by the internal auditor.</p> <p>Checked by the internal auditor.</p>
	Sound budgeting to underlie annual precept	Medium	All monies spent against the budget to be in accordance with the Financial Regulations.	<p>Committee draft budgets for the three-year forecast to be prepared in accordance with the Financial Regulations and a proposal approved at the December meetings.</p> <p>Salary budgets to be reviewed at least annually in October for the following financial year.</p> <p>Final budget and proposed precept to be approved by the Full Council during the January meeting.</p> <p>Clerk to report expenditure against the budget and explanation of material variances quarterly.</p> <p>Changes in earmarked reserves shall be approved by Full Council.</p> <p>Appoint an internal auditor and consider their recommendations at the first available meeting after receipt.</p>
	Complying with borrowing restrictions	Low	No borrowing at present.	

<b>Liability</b>	Risk to third party, property or individuals	Medium	<p>Insurance cover for public liability in place and is reviewed annually.</p> <p>Risk assessments carried out and reviewed when required.</p> <p>Ensure all contractors have adequate insurance.</p>	<p>Health and safety matters to be reported to Full Council.</p> <p>Clerk to present insurance renewal documents to the Full Council meeting each year for review and endorsement.</p> <p>Clerk to request insurance documents from all contractors.</p>
	Legal liability as consequence of asset ownership (especially at <i>Burial Ground</i> and play areas)	High	<p>Insurance is in place.</p> <p>Weekly checks are in place for the play equipment.</p> <p>Trees investigated when damage reported.</p>	<p>Clerk to present insurance renewal documents to the Full Council meetings annually for review and endorsement.</p> <p>BDBC to carry out weekly inspections on the play areas. Reports are reviewed, work actioned if needed.</p>
<b>Employer Liability</b>	Comply with employment law	Medium	<p>As a member of Hampshire Association of Local Councils (HALC), National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) their advice can be sought.</p> <p>All members of staff to be given a contract of employment on appointment.</p> <p>Employer's liability insurance cover to be in force.</p>	<p>Annual renewal to these organisations to be presented to the Council.</p> <p>Staff contracts to be updated when required.</p> <p>Insurance documents to be reviewed and endorsed annually by the Full Council.</p>

	Comply with HMRC requirements	Medium	Regular advice is issued by HMRC.  Internal Auditor to carry out annual checks.	Report from the auditors to be presented to the Council.  Payroll company advise of any changes.  Checked by the internal auditor.
<b>Legal Liability</b>	Ensuring activities are within legal powers	High	Clerk to clarify legal position on any new proposals when required.	Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes	Medium	The Full Council meets every other month. Minutes of all the previous meetings are always received, approved and signed by the Chairman of the Council.	Minutes are added to the website in line with the Transparency Code. Hard copies of the approved minutes and appendices are signed at the following meeting.
<b>Council</b>	Councillors' obligation to declare DPI's	High	Councillors to complete Declaration of Pecuniary Interests (DPI) forms which are returned to BDBC and should be updated by Councillors as and when required.  DPI's to be declared at meetings when necessary.  Councillors to inform the Clerk of any gifts and hospitality received.	Councillor DPI forms available on BDBC's website with a link from the Parish Council's website to this page.  DPI's to be noted in the minutes.  Records to be kept of gifts and hospitality received.

	Council acting improperly	High	<p>Councillors are to follow the adopted Code of Conduct.</p> <p>Procedures to be followed as detailed in Standing Orders, Financial Regulations and all other approved policies.</p> <p>All Council decisions are recorded in the meeting minutes.</p>	<p>The approved Code of Conduct should be followed and reviewed and updated on a regular basis.</p> <p>Standing Orders, Financial Regulations, are reviewed and approved annually. Other policies on a rolling program</p> <p>Minutes are kept for future reference.</p>
	Discrimination – the Council or its employees acting in a discriminatory and/or illegal manner	Medium	The Council will act in accordance with current best practice.	Council members to receive training
	Data Protection	Medium	The Council is registered with the Data Protection Agency and has a Privacy statement.	Annual renewal of registration is confirmed at a Council meeting.
	Freedom of Information Act	Medium	The Council has a model publication scheme published on the website.	The Clerk will report to the Council any requests made under the FOI Act.
	Loss of records	Medium	The Council's records are stored either on paper, electronically or both	<p>Electronic files are stored in the Cloud and on a portable hard drive.</p> <p>Council documents are held according to the Document Retention Policy.</p>

	Website	Medium	The website is held remotely with access by the Parish Council Access is password protected	Website and documents are backed up daily. Access is password protected with access for administrators only.
	Loss of key staff	Low	Staff Holidays should be booked to avoid the Parish Council meetings wherever possible. In the absence of staff, a Councillor or Locum Clerk will provide cover.	All holiday requests to be made with notice.
	Slandorous / libellous statements by employees / Councillors	Low	Insurance is in place for libel and slander.	The Clerk will present the insurance renewal documents to the Full Council meeting each year for review and endorsement.
<b>Contractors</b>	Inadequate contracting arrangements and poor contractors' performance	High	Procedures to be defined in Council Standing Orders.  All contracts to be authorised by the Council and reviewed annually.  Performance to be monitored by Councillors or Clerk as appropriate	Procedures to be reviewed annually by the Council.  Contracts to be reviewed annually by the Clerk and reported to the Council prior to renewal.  Inadequate performance to be reported to the Council immediately following detection for a resolution