

**BARROW UPON SOAR PARISH COUNCIL
RISK ASSESSMENT 2024 - 25**

Area	Risk	Level	Control and agreed/proposed improvements
<u>Assets</u>	Protection of physical assets	M	Buildings insured Valuation carried out in 2021
	Security of buildings, equipment	H	Door entry system at Parish Office Insurance – contents and building <i>insurance cover reviewed annually</i>
	Maintenance of recreation areas	M	Inspections undertaken as follows: <u>Recreation Areas</u> <ul style="list-style-type: none"> • Independent Annual inspection • bi-weekly inspection by Councillors (trained) • daily (Monday to Saturday) visual inspection by Caretaker (trained)
<u>Finance</u>	Banking	M	Accounts maintained as follows: <ul style="list-style-type: none"> • Lloyds – current and deposit accounts • Bank mandate to be regularly reviewed • Annual Internal/External audit completed
	Risk of consequential loss of income	M	<ul style="list-style-type: none"> • Insurance cover • Important documents backed-up in the cloud, copied, kept in fireproof safe or stored off premises at the Council's solicitors
	Loss of cash through theft or dishonesty	H	<ul style="list-style-type: none"> • Receipts issued for all income received. • Two signatories are required on all payments. • Accounts prepared by the RFO and presented to full council for approval each month
	Financial controls and records	H	<ul style="list-style-type: none"> • Bank reconciliation and preparation of accounts prepared by the RFO and presented to full council for approval each month • Two signatories are required on all payments. • Annual Internal and external audit • Scribe 2000 accounts programme used to record income and expenditure <i>Fixed asset register to be kept up to date on an on-going basis and insurance values assigned accordingly</i>
	HMRC Regulations – compliance	M	<ul style="list-style-type: none"> • Payroll completed by external accountants – PAYE paid monthly • Quarterly VAT returns prepared by the RFO Internal auditor inspection
	Sound budgeting to underline annual precept	M	<ul style="list-style-type: none"> • Detailed budgets to be issued November /December • Actual expenditure against budget

			reported to the Council monthly
Absence of RFO/Clerk	Administration/Function of the Council	M	<ul style="list-style-type: none"> Enlist services of locum clerk – details with LRALC and on file Scribe support is available for the RFO role
	Borrowing compliance	L	<ul style="list-style-type: none"> No new borrowing is proposed
	Legal liability as consequence of asset ownership	H	<ul style="list-style-type: none"> Insurance in place Recreational areas checked as detailed above. Written records held Buildings/land checked as detailed above
<u>Employer Liability</u>	Employment Law – compliance	M	<p>NALC – Parish Council member LRALC – Parish Council member SLCC – Clerk and Deputy Clerk member</p> <p>Subscribe to Personnel & advice solutions</p>
	Inland Revenue – compliance	M	<ul style="list-style-type: none"> Advice sought as necessary from HMRC/Scribe2000/Accountants Internal auditor undertakes annual review
	Safety of Staff and visitors	M	<ul style="list-style-type: none"> Door monitor and one-way control system fitted to restrict access to Council Offices Lone Working policy in place
<u>Legal Liability</u>	Legal powers – compliance	H	<ul style="list-style-type: none"> Clerk clarifies legal position on any new proposal put before the Council Legal advice is sought where necessary
	Proper and timely reporting via the Minutes	M	<ul style="list-style-type: none"> Full Council meets monthly and receives and approves Minutes of Committee meetings held in the interim Minutes are made available to press and public at the Council Offices and website.
	Proper document control	M	<p><u>Cemetery Records</u> Are stored in a secure fire proof cabinet @ the Parish Office and electronically with a back up in the cloud.</p> <p><u>Deeds etc</u> Stored as above and/or copied and stored at the Council's solicitors</p> <p><u>PC's</u> Automatic back up to storage (Cloud)</p> <p><u>Other data storage</u> Complies with Data Protection Act</p>
<u>Councillor Proprety</u>	Register of Interest	H	Register of interest completed and held by the Monitoring Officer @ CBC and reviewed annually

Approved by the Council at a meeting held on 7th May 2024
to be reviewed annually

Signed S Forrest



Signed A Gardam



Chairman

Clerk/RFO

Date 7th May 2024

Useful Addresses/Contacts

Solicitors – Lathams Solicitors, 2 Forest Road, Loughborough LE11 3NP Tel. 01509 238822

Scribe – info@scribe2000.co.uk

IT Support - Blue Planet Networking – support@bpnl.co.uk

External Auditor – Moore UK

Insurance Details – BHIB – tel 0330 0130036 enquiries@hibcouncils.co.uk

Policy no. – LCO02322

CCTV camera failure contact – tel 0344 800 1999 contract no. 1000943096

