



APLEY | BARDNEY | SOUTHREY | STAINFIELD

RISK REGISTER – RISK MANAGEMENT

This policy was approved and adopted by Bardney Group
Parish Council at their meeting on;
18th January 2018 Item 293-18/01/2018
Reviewed 18th April 2019
16th February 2023 item 138-2022/23
Reviewed March 2023

**PLEASE KEEP THIS POLICY IN A SAFE, EASILY ACCESSIBLE PLACE AND REFER TO IT
FREQUENTLY SO AS TO REMAIN FAMILIAR WITH ITS CONTENTS.**

**CLERK TO THE COUNCIL
BARDNEY GROUP PARISH COUNCIL
PARISH OFFICE
ST OSWALD'S PARK
BARDNEY
LINCOLNSHIRE
LN3 5SU**

Telephone 07775 372170

The greatest risk facing a local Council is being unable to deliver the services and/or activities expected of it.

This document has been produced to enable Bardney Group Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

To conduct this assessment the following points should be followed:

- a. Identify the areas to be reviewed.
- b. Identify what the risk may be.
- c. Evaluate the management and control of the risk and record all findings.
- d. Review, assess and revise if required.

SERVICE AREA	RISK	RECOMMENDATION
Insurance ¹	Public Liability (not mandatory)	Continue existing cover
	Employers Liability (statutory) ⁶	Continue existing cover
	Money & Assault	Continue existing cover
	Fidelity Guarantee (Employer/Councillor Dishonesty)	Continue existing cover
	Officials Indemnity	Included within Public Liability
	Property	Continue with existing cover on buildings and office contents. Ensure the terms of any lease are adhered to, particularly those relating to routine maintenance.
	Loss of revenue	To be included when revenue stream (precept) commences.
	Libel & slander	Included in Public Liability
	Personal Accident	Not required
	Business interruption	Not required
	Councillors over 80	Required
Payroll ²	Loss of data on PC due to system fault	Continue to back up data on weekly basis and continue maintenance of hard copy of payroll details.
	Loss of service of an employee ³	Immediately advertise any permanent vacancy. Clerk & RFO to produce a set of handover notes to assist in the event of sudden loss of Clerk or RFO.
Administration	Payment arrangements ⁴	Continue with requirement to report all payments to the Council. Continue with requirement for signatories to initial cheque stubs and sign Order for Payments. BACS payments require two

		authorising by two 'signatories'. Monthly back up copy of computer records relating to accounts to be taken and stored securely.
	Reconciliation ⁵	Continue with bank reconciliation to be carried out on the receipt of each statement. Reconciliation to computer system on receipt of each statement.
	Agency advice	Continue with membership of LALC, NALC NAC & SLCC.
Legal advice	Identified exposure following trend towards malicious communications.	Ring fence funds towards legal costs.
Allotments ⁷	Increase in net expenditure & income	Covered in accounts and Financial Regulations. Keep fees under careful review – annually.
	Damage to allotment plots	Continue with regular checks and maintenance on unallocated plots.
Ground Maintenance ⁸	Loss of service of contractor	Advertise vacancy immediately. Look to use handyman to cover whilst recruiting.
Cemetery ⁹	Loss of adequate space for burials	Review every 5 years.
	Memorial safety	Continue with existing policy to approve all new applications. Continue with regular checks on existing headstones and manage in accordance with current policy. To carry out Topple Testing.
	Increase in net expenditure & income	Keep under careful review - annually
	Damage to memorial seats	Continue with regular maintenance
Precept ¹⁰	Annual precept not the result of proper detailed consideration	Budgets presented and considered by Full Council Meeting.
	Inadequate monitoring of performance	Continue to regularly produce budget monitoring report (quarterly each full council meeting). Expenditure against budget to be presented monthly.
	Illegal expenditure	Continue to ensure that all expenditure is within legal

		powers. Covered by Financial Risk Assessment.
Accounting ¹¹	Non-standard and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts. Covered by Financial Risk Assessment.
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines. Covered by Financial Risk Assessment
	Non-compliance with internal audit requirements	Appoint internal auditor and ensure all recommendations made by the auditor are considered by the Council and implemented. Covered by Financial Risk Assessment
Money & invoices ¹²	Loss of cash	Petty cash kept to £20 and locked in secure cabinet. Monies over £20 banked promptly and receipts issued and reconciled. Covered by Financial Risk Assessment
	Payment of invoices	Payment by cheque signed by two signatories appointed annually in May. Counter sign order for payment. Payment by BACS approved by two signatories. Covered by Financial Risk Assessment
	Payment of rent & service bills	No payment by Direct Debit in order to control costs and ensure accurate accounting. Covered by Financial Risk Assessment
Contracts ¹³	Ensure continued best value, coupled with continuity of work' Note – best value does not mean the cheapest contract.	Approve the practice of seeking tenders for ground maintenance every three years. Issue tender documents to contractors expressing an interest. Tenders to be opened by Clerk and RFO and presented at Full Council Meeting.
Staff ¹⁴	Lone working issues	Ensure building adheres to safety regulations. Adopt Lone Working policy and update annually.
	On-site issues	Staff to be made aware of

		onsite dangers/hazards when out of office. Two staff to carry out grave marking and allotment checks.
	Contractors staff	Ensure compliance of all health & safety and employment matters (as per tender documentation) is complied with.
	Handyman ¹⁵	To be made aware of onsite dangers/hazards when out of office. Ensure compliance with health & safety regulations.

¹ The insurance policy must be assessed on a yearly basis to ensure that the values covered are sufficient for the business carried out by BGPC.

² The internal audit considers the payroll payments to ensure that the correct amounts have been processed in accordance with the bank statements. This is covered by Fidelity Insurance.

³ Councils can ensure that work can be carried out after the loss of an employee by ensuring correct communication and documentation, as well as preparing job descriptions, procedural documents and safe storage of passwords.

⁴ Payments must be approved (ratified) by full council, prior to payments. All payments must require two signatories. Signatories must also initial bank stubs and sign invoice to prove authorisation. Prevents risk of fraud. Also covered by Financial Risk Assessment, required internal audit.

⁵ Continuation of paper trail of payment. Also covered by Financial Risk Assessment.

⁶ Only Employers Liability is mandatory of Parish Council's although it is best practice for councils to have provision in case of Public Liability claim. As a result of this, most Parish Council's take out Public Liability insurance.

⁷ Allotments are covered by quarterly risk assessments in order to comply with the terms of our insurance policy and to mitigate any public liability claim. BGPC adhere closely to the terms of the Allotments Act 1950 to ensure best practice. Public Liability and Loss of Revenue cover these risks.

⁸ BGPC insist that all contractors provide proof of both Public and Employers Liability to a minimum value of 10 million pounds.

⁹ BGPC carryout quarterly risk assessments in order to comply with the terms of our insurance policy and to mitigate any public liability claim. BGPC insist that all contractors provide proof of both Public and Employers Liability to a minimum value of 10 million pounds.

¹⁰ This is covered by the Financial Risk Assessment and the internal and external audits, as well as by the Fidelity insurance.

¹¹ This is covered by the Financial Risk Assessment and the internal and external audits, as well as by the Fidelity insurance.

¹² This is covered by the Financial Risk Assessment and the internal and external audits, as well as by Money and Assault, and Fidelity, insurance.

¹³ BGPC insist that all contractors provide proof of both Public and Employers Liability to a minimum value of 10 million pounds.

¹⁴ BGPC hold an Lone Working Policy, carry out quarterly Risk Assessments and hold Employers Liability Insurance. This is also covered by the Official Indemnity.

¹⁵ BGPC operate a Lone Working Policy and also hold Public Liability to cover work carried out by the Handyman.