

Market Bosworth Parish Council



Risk Management Scheme

Market Bosworth Parish Council is required to adopt a Risk Management Scheme and to review it at least annually (*Audit Commission Act 1988; Governance and Accountability for Local Councils A Practitioners' Guide (England) 2017*). Risk Management Schemes should cover all aspects of a council's functions, ensure business continuity and provide guidance as to ensuring adequate public, employee and liability insurance. Risk should be assessed in a reasonable and sensible way and realistic insurance obtained. Public Liability insurance is not a legal requirement but it would be irresponsible not to have the minimum cover. For the public sector it is usual for this to be £5-£10 million. The scheme should address administrative concerns and protection of physical assets. It should cover councillors, employees, contractors and the public.

The scheme should also address internal financial control. The Parish Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Parish Council is required to review the effectiveness of the system of internal control at least once a year and to publicly report the outcome through the annual governance statement in the Annual Return to the External Auditor (*Local Audit and Accountability Act 2014; Accounts and Audit Regulations 2015*).

Market Bosworth Parish Council's Risk Management Scheme is outlined below:

RISK AREA	LEVEL OF RISK	CONTROL MEASURES	RESPONSIBILITY	LEVEL OF RISK AFTER CONTROL MEASURES IN PLACE
GENERAL – INSURED RISKS				
<ul style="list-style-type: none"> • Public liability. • Hirer's liability. • Employer's liability. • Officials' Indemnity. • Fidelity guarantee. • Libel & slander. • Personal accident. • Office equipment. • Money. 	Medium	<ul style="list-style-type: none"> • Assets Register. • Employment contract. • Standing Orders. • Code of Conduct. • Regular maintenance of assets and retention of log books. • Hire and risk assessment forms. • Regular review. • Index linking of insurance cover. • Health & Safety policies in place 	Parish Council RFO	Low

INTERNAL FINANCIAL CONTROL				
<ul style="list-style-type: none"> Accounts and book keeping 	High	<ul style="list-style-type: none"> Appointment of Responsible Financial Officer (RFO) as required by the Local Government Act 1972. Annual review of Financial Regulations. Regular financial reports to Parish Council Meetings including budget updates and bank reconciliations. Records available for auditor inspection. Records available for public inspection. Completion of annual return including public declarations as to accuracy. The Parish Council holds the latest edition of '<i>Local Council Administration</i>' by Charles Arnold Baker and is a member of LRALC and NALC which offer free legal advice. 	Parish Council RFO	Low
<ul style="list-style-type: none"> Banking arrangements 	High	<ul style="list-style-type: none"> Bank accounts are with HSBC, an authorised financial institution. Standing Orders & Financial Regulations are in place to ensure correct procedures are followed. Bank books are managed manually to prevent on-line security risk. Financial transactions are digitally on computer spreadsheets. Invoices, BACs statements and other paperwork relating to financial transactions are kept up to date and filed promptly. Petty cash expenditure is recorded in a petty cash book. Cheques and bank transfers may only be authorised by Parish Councillors. Receipts are banked promptly. 	Parish Council RFO	Low
<ul style="list-style-type: none"> Payment of salary and pension 	High	<ul style="list-style-type: none"> Payment details presented to each monthly Parish Council Meeting for approval. Payment by cheque, signed by 3 councillors. Requests for overtime submitted in advance of the work being carried out, and again at each Parish Council Meeting. 	Parish Council RFO	Low

ADMINISTRATIVE CONTROL				
<ul style="list-style-type: none"> • Computer malfunction 	Medium	<ul style="list-style-type: none"> • All correspondence, spreadsheets and significant documents are kept in written form in accordance with data protection laws and retention of information policy. • All correspondence, spreadsheets and items prepared and received via the computer are saved to a portable hard drive which is updated regularly and stored off site. • Email correspondence can be accessed by alternative computers. • Written signed Minutes and Cemetery Registers are stored in locked cabinets in the Parish Council Office. • PAYE retrievable via HMRC. • Appropriate firewalls in place to mitigate against malware. 	Parish Clerk	Low
<ul style="list-style-type: none"> • Website 	Low	<ul style="list-style-type: none"> • Managed by 2commune who can issue new passwords if necessary and who monitor content. • Content input by the Clerk. External organisations do not have permission to input data. 	Parish Clerk	Low
<ul style="list-style-type: none"> • Destruction of documents by, for example, fire 	Low	<ul style="list-style-type: none"> • Correspondence copied to portable hard drive and stored off site. • Title Deeds recorded with Land Registry. • Lease agreements recorded with Hinckley & Bosworth Borough Council. • Tree Preservation Orders recorded with Hinckley & Bosworth Borough Council and Leicestershire County Council. • Miscellaneous documents stored in locked cabinets. • Cemetery site plan and registers stored in locked cabinet. • Information recorded in the cemetery registers is duplicated to digital format, saved to portable hard drive and stored off site. • Past Minutes, financial records and correspondence are deposited at the Record Office for Leicestershire, Leicester and Rutland. 	Parish Clerk	Low

<ul style="list-style-type: none"> Health and Safety in the office 	Low	<ul style="list-style-type: none"> The Clerk to arrange for annual PAT testing of electrical equipment. The Clerk to ensure correct posture and seating alignments are maintained when operating office equipment and should take regular breaks from the computer screen. The Clerk to keep a protective alarm or spray in the office. The Clerk to abide by health and safety rules applicable to the Parish Hall. 	Parish Council Parish Clerk	Low
LITIGATION				
<ul style="list-style-type: none"> Legal duties and responsibilities of Parish Councillors, RFO and Clerk 	Medium	<ul style="list-style-type: none"> Accounts properly kept. Audit advertised. Accounts summary published. Declarations of Acceptance of Office signed and up to date. Register of Members' interests and gifts complete and up to date. Code of Conduct in place. Freedom of Information policy in place. Meetings advertised and open to the public. Minutes available for inspection on request and on the website. Complaints dealt with promptly. Event application forms and risk assessments to be completed for events taking place on the Parish Field under the terms of the Parish Council's license agreement with Hinckley & Bosworth Borough Council. 	Parish Councillors RFO Parish Clerk	Low
ASSET MAINTENANCE				
<ul style="list-style-type: none"> Heath Road and Waterside Mede Play Areas 	High	<ul style="list-style-type: none"> Full inspections carried out twice a year by Wicksteed Leisure Ltd, authorised Play Equipment Inspectors. Monthly inspections carried out by local volunteers in accordance with schedule agreed with the Parish Council's insurance company. Maintenance contracts in place to ensure the sites are kept clean and tidy and any damage is reported to the Parish Council. 	Parish Clerk	Medium

<ul style="list-style-type: none"> Cemetery including cemetery pond 	High	<ul style="list-style-type: none"> Clerk to keep a record of all items reported for repair or replacement and ensure the necessary remedial work is carried out as promptly as practically possible. Information boards on site, with full contact details for the Parish Council. Advisory and prohibitive signs on site as necessary. All accidents and incidents to be recorded in a log book, together with action taken and outcome. Annual tree inspection carried out. Information, advisory and prohibitive boards and signs in place as agreed with the insurance company. Maintenance contract in place to ensure the site is kept clean and tidy. Rules and regulations and risk assessments in place re interments, exclusive rights, headstones, plaques and working on site. Cemetery working party regularly inspects the site and any repair work or ongoing development work required is reported to the Parish Council and logged in the log book. All accidents and incidents to be recorded in a log book, together with action taken and outcome. Unauthorised occupation of the meadow adjacent to the cemetery would be an offence and would be dealt with through the Police and County Court. 	Parish Clerk RFO	Low
<ul style="list-style-type: none"> Memorial Garden and Parish Field 	Low	<ul style="list-style-type: none"> Maintenance contracts in place to ensure the sites are kept clean and tidy and the surrounding hedgerows are properly cut back. Repairs, extra work required reported to the Parish Council by the contractor. Event application forms, rules, regulations and risk assessments in place regarding hire of the Parish Field. Annual tree inspection carried out. Unauthorised occupation of the site would be an offence and would be dealt with through Police & County Court. 	Parish Clerk	Low

<ul style="list-style-type: none"> Open spaces on Northumberland Av and Stanley Road 	Low	<ul style="list-style-type: none"> Maintenance contract in place to ensure the sites are kept clean and tidy and any damage or extra work required is reported to the Parish Council. Annual tree inspection carried out. Unauthorised occupation of the open space areas on Northumberland Avenue and Stanley Road would be an offence and would be dealt with through the Police and County Court. 	Parish Clerk	Low
<ul style="list-style-type: none"> Rectory Lane Car Park 	Low	<ul style="list-style-type: none"> Maintenance contract in place to ensure the site is kept clean and tidy and any repairs necessary are reported to the Parish Council. The Parish Council to carry out random site inspections periodically and report any broken / damaged equipment (eg height barrier, ticket machine) or need for grit to the Borough Council for action. Email evidence chain to be retained at least until problems rectified. The Borough Council is responsible for managing and administering the car park. 	Parish Clerk RFO	Low
<ul style="list-style-type: none"> Toilet block 	High	<ul style="list-style-type: none"> Cleaning contract in place. Legionella RA inspections carried out by authorised external contractor as required by law. Monthly site inspections carried out to include recording of water temperatures. All incidents recorded in a log book and repairs carried out as soon as practically possible. Maintenance programme and risk assessment in place. 	Parish Clerk	Medium
<ul style="list-style-type: none"> Street Furniture 	Medium	<ul style="list-style-type: none"> Any damage to street furniture to be reported to the Clerk for repair or replacement as soon as practically possible. Annual inspection programme in place. Miscellaneous maintenance costs included within annual budget. 	Parish Clerk	Low

<ul style="list-style-type: none"> • War Memorial and Memorial Cairn 	Medium	<ul style="list-style-type: none"> • Visual inspections to be carried out at least annually. • War Memorial to be cordoned off temporarily if practically possible and / or if deemed necessary in the event of expectation of large crowds. • War Memorial is not permanently fenced off as fencing could pose a trip hazard itself and be a hindrance to the laying of wreaths on Remembrance Sunday. 	Parish Clerk	Low
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Adopted by Market Bosworth Parish Council on Minute Reference Review date

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