

Cranage Parish Council

RISK ASSESSMENT

2019/20

Table 1 Area where there may be scope to use insurance to help manage risk	
<p>Risk Identification Insurance cover for risk is the most common approach to certain types of inherent risks: The protection of physical assets owned by the council – buildings, furniture, equipment, etc. (loss or damage)</p> <p>The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability) The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (fidelity guarantee) Legal liability as a consequence of asset ownership (public liability)</p>	<p>Council's response Comprehensive insurance is in place with Zurich Insurance Bowling Club covered and for playing on site. Added football storage container £2,000.00 Both play area and adult fitness area covered. Public liability insurance cover for £12,000,000 Employer's liability insurance cover £10,000,000.</p> <p>Fidelity Guarantee £250,000 Personal accident £500,00</p> <p>As above</p>
<p>Internal controls A council's internal controls may include: An up to date register of assets and investments</p> <p>Regular maintenance arrangements for physical assets</p> <p>Annual review of risk and adequacy of cover</p> <p>Ensuring the robustness of insurance providers</p>	<p>Council's response</p> <p>Yes</p> <p>Landlord check carried out on 7th January 2020. Pac test arranged Health and Safety check on adult fitness area carried out in April 2019 by CE. Defibrillator checked at CHH New play area installed in November 2018 and due for inspection in 2020. CE due to update small play area in 2020.</p>
<p>Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of management arrangements regarding insurance cover Testing of specific internal controls and reporting findings to management</p>	<p>Council's response</p> <p>Yes</p> <p>Yes</p> <p>Yes – online banking undertaken in 2019. Bank rec checked by Cllr RH every meeting. Two signatures on every receipt</p>

Table 2 Areas where there may be scope to work with others to help manage risk	
<p>Risk Identification</p> <p>The limited nature of internal resources in most local councils means that councils wishing to provide services often buy them in from specialist external bodies, e.g.</p> <p>Maintenance for vulnerable buildings, amenities or equipment</p> <p>The provision of services being carried out under agency/partnership agreements with principal authorities</p> <p>Banking arrangements, including borrowing or lending</p> <p>Ad hoc provision of amenities/facilities for events to local community groups</p> <p>Markets management</p> <p>Vehicle or equipment lease or hire</p> <p>Trading units (leisure centres, playing fields, burial grounds, etc.)</p> <p>Professional services (planning, architects, accountancy, design etc.)</p>	<p>Grass contractor Boundary signs Luncheon organisation</p> <p>Yes</p> <p>Yes</p> <p>Online banking and FR amended accordingly</p> <p>PC carrying out a luncheon each month from 2020. Cranage Hall Hotel has all insurance in place.</p> <p>NA Annual Parish meeting needs a risk assessment. Meetings now relocated to Cranage hall Hotel</p> <p>NA</p>
<p>Internal controls</p> <p>A council's internal controls may include:</p> <p>Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment</p> <p>Regular reporting on performance by suppliers, providers, contractors</p> <p>Annual review of contracts</p> <p>Clear statements of management responsibility for each service</p> <p>Regular scrutiny of performance against targets</p> <p>Adoption of and adherence to codes of practice for procurement and investment</p> <p>Arrangements to detect and deter fraud and/or corruption</p> <p>Regular bank reconciliations, independently reviewed</p>	<p>Council's response</p> <p>NALC copy adopted</p> <p>Contract renewed with grass cutter in 2019.</p> <p>Yes - newsletter provider and grass cutter. Needs attention</p> <p>Transparency Code followed although no claim due to turnover in excess of £25,000 No external audit if turnover less than £25,000</p> <p>Cllr R Hurst</p>
<p>Internal audit assurance</p> <p>Internal audit testing may include:</p> <p>Review of internal controls in place and their documentation</p> <p>Review of minutes to ensure legal powers are</p>	<p>Council's response</p> <p>A comprehensive internal audit is provided by JDH</p> <p>Yes</p>

available, and the basis of the powers recorded and correctly applied	Yes
Review and testing of arrangements to prevent and detect fraud and corruption	Yes
Review of adequacy of insurance cover provided by suppliers	Yes
Testing of specific internal controls and reporting findings to management	Yes

Table 3
Areas where there may be a need to self-manage

Risk identification	Council's response
There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.	
Keeping proper financial records in accordance with statutory requirements`	Yes
Ensuring all business activities are within legal powers applicable to local councils	
Complying with restrictions on borrowing	No current borrowing
Ensuring that all requirements are met under employment law and Inland Revenue regulations	Yes – Cllr RH checks the salary to the clerk each quarter – just left HW & SB
Ensuring all requirements are met under Customs and Excise regulations (especially VAT)	
Ensuring the adequacy of the annual precept within sound budgeting arrangements	YES budget on website and reviewed before confirming precept
Monitoring of performance against agreed standards under partnership agreements	
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	Done
Proper, timely and accurate reporting of council business in the minutes	YES. Plus GPC
Responding to electors wishing to exercise their rights of inspection	Yes
Meeting the laid down timetables when responding to consultation invitation	Yes
Meeting the requirements for Quality parish status or other accreditation	Yes website and notice boards Local Council Award scheme achieved FOUNDATION needs reviewing
Proper document control	
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date	Yes website and hard copy

Table 4
Areas where there may be a need to self-manage risk

Internal controls	Council's response
A council's internal controls may include: Regular scrutiny of financial records and proper	Yes

<p>arrangements for the approval of expenditure Recording in the minutes the precise powers under which expenditure is being approved Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary Regular budget monitoring statements</p> <p>Developing systems of performance measurement Procedures for dealing with and monitoring grants or loans made or received Minutes properly numbered and paginated with master copy kept in safekeeping Documented procedures to deal with enquiries from the public Documented procedures to deal with responses to consultation requests Monitoring arrangements by the council regarding LCA status Documented procedures for document receipt, circulation, response, handling and filing Procedures in place for recording and monitoring members' interests and gifts and hospitality received Adoption of codes of conduct for members and employees</p>	<p>Yes</p> <p>Yes NEST pension being addressed in Feb 2020.</p> <p>Completed Feb 2019 Budget completed Nov 2019 Yes auditor been asked to review more frequently</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>NA only Chairman allowance</p> <p>Yes</p>
<p>Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers in place, recorded and correctly applied. Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions Review and testing of arrangements to prevent and detect fraud and corruption Testing of disclosures Testing of specific internal controls and reporting findings to management</p>	<p>Council's response Internal Audit process.</p> <p>Council carry out monitoring procedures</p> <p>Yes plus Members are encouraged to carry out checks.</p> <p>As above</p> <p>GDPR audit completed in Dec 2019.</p>
<p>Table 5 Partnership</p>	
<p>Ensure that proper safeguards exist when the Council works in partnership with another body</p>	<p>If the Council is working in Partnership with another body the Council should take a critical look at the situation with particular</p>

	<p>emphasis on:</p> <ol style="list-style-type: none"> 1. If the body is not a statutory body check if a constitution is in place and appropriate officers are in place. 2. Review the financial position of the body. 3. Where appropriate check for public liability insurance. 4. Keep records of the relationship of the parties by a written agreement where appropriate or the use of regular notes and minutes
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Approved by Council on

R Hocknell

21st January 2020

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 Cllr R Hocknell Chairman of Cranage Parish Council

J Mason

21st January 2020

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 Ms J Mason Clerk of Cranage Parish Council

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