

BERRINGTON PARISH COUNCIL RISK ASSESSMENT

The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

| Service Area | Risk | Recommendation |
|----------------|---|---|
| Insurance | Public Liability Employers Liability Money Fidelity Guarantee Property Damage Officials Indemnity Libel & Slander Personal Accident Loss of revenue No Claim Bonus | Continue existing cover with Ecclesiastical through Came & Co Not covered Not covered |
| Payroll | Loss of data on PC due to system fault | Payroll is done by outside contractor D M Malley |
| Administration | Loss of services of employee | Advertise vacancy and request temporary cover |
| Administration | Clerk's Employment Terms | To be reviewed annually in February |
| Administration | Asset Register, Financial Regulations, Standing Orders, Risk Assessment, Complaints | To be reviewed annually and available for inspection on request |

| | | |
|----------------|--|---|
| | Procedure, Code of Conduct and Equal Opportunities Policy updates | |
| Administration | Minutes properly recorded | Minutes sent to Parish Council post approval |
| Play Area | Safety | Annual inspection in June by RoSPA |
| Accounting | Non-standard and/or non-compliant records kept | Requires adequate, complete and statutory financial records and accounts |
| Financial | Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns | Ensure that all accounts and returns are completed and submitted by the deadlines |
| Financial | Non-compliance with internal audit requirements | Appoint internal auditor |
| Contracts | Ensure continued value for money coupled with continuity of work | Approve the practice of seeking tenders and report to Council |
| Councillors | Registers of Interests | Register of interest completed. |

July 2019

This risk management paper was considered by the Council and will be reviewed again in 12 months.

Signed:

Position:

Date: