



# **Boldre Parish Council**

## **Risk Management Policy**

Version: 1.2

Adopted: 09/11/2015

For queries on this document, please contact the Clerk to the Parish.

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## **Introduction**

Boldre Parish Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. Any action that is felt necessary will be taken by Boldre Parish Council.

The Clerk (who is also the responsible financial officer) will review risks on a regular basis, including any newly identified risks, and will report to Council. The review will include identification of any unacceptable levels of risk.

The Local Councils Governance and Accountability Guidance – a Practitioners Guide 2008 edition makes the following observations regarding risk management.

“The focus of good risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences. Risk management is not just about financial management: it is about setting objectives and achieving them in order to deliver high quality public services.”

It goes on to make the point that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. Members should, therefore –

- a. take steps to identify key risks facing the Council
- b. evaluate the potential consequences to the Council if an event identified as a risk takes place
- c. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.
- d. record any conclusions or decisions reached.

To identify the risks facing a council, the Guidance recommends beginning by grouping the three main types of decisions that have to be taken into the following areas:

- i. Areas where there may be scope to use insurance to help manage risk
- ii. Areas where there may be scope to work with others to help manage risk
- iii. Areas where there may be need to self-managed risk.



## SECTION 1

### AREAS WHERE THERE MAY BE SCOPE TO USE INSURANCE TO HELP MANAGE RISK`

*1 RISK IDENTIFICATION- Insurance cover for risk is the most common approach to certain types of inherent risk:*

**a. Protection of physical assets**

All physical assets are insured.

**b. Public Liability**

BPC has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.

**c. Employers Liability**

BPC has an Employers Liability Insurance of £10,000,000

**d. Loss of cash**

**e. Fidelity guarantee**

**f. Libel and Slander**

**g. Commercial legal protection**

**h. Office equipment**

**i. Personal accident**

### 2 INTERNAL CONTROLS

**a. Maintain an up-to-date register of Assets and Investments**

The Asset Register is reviewed annually by the Clerk and members receive a regularly updated list.

**b. Regular maintenance for physical assets**

The Clerk and groundsmen undertake regular inspection of the Pavilion. Playground equipment is completely checked weekly undertaken by competent staff. Monthly operational inspections are not necessary due to depth of weekly checks. An annual inspection is carried out by an independent inspector. Seats and bus shelters are monitored by groundsmen. Noticeboards are monitored by clerk.

**c. Annual Review of risk and the adequacy and robustness of insurance cover**

The Clerk reviews the insurance cover annually, makes recommendations as necessary to Council and updates cover as required

### 3 INTERNAL AUDIT ASSURANCE

**a. Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Clerk and Internal Auditor. Recommendations from the Clerk and Internal Auditor are submitted to Council.



## SECTION 2

### AREAS WHERE THERE MAY BE SCOPE TO WORK WITH OTHERS TO HELP MANAGE RISK

#### 1 RISK IDENTIFICATION

**a. Security for vulnerable buildings, amenities or equipment**

The Pavilion keys are held by clerk, groundsmen, chair of amenities and clubs using the facilities. The groundsmen ensure that the building is secure.

**b. Maintenance for vulnerable buildings, amenities or equipment**

The pavilion is maintained within approved budget. In-house maintenance is undertaken where possible and contractors used as needed.

**c. Banking Services**

Reviewed not less than every 4 years by finance working party. All cheques require two signatures. Council review all payments.

**d. Provision of amenities / facilities**

The Council has approved the use of its playing fields and the Sports Pavilion on a charge basis. It will allow car parking and overnight use for some events approved on an individual basis. Users must arrange their own public liability insurance cover with a copy to BPC and provide risk assessments.

**e. Professional services, contractors etc.**

The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) providers of any professional service it require.

#### 2 INTERNAL CONTROLS

**a. Standing Orders and financial regulations dealing with the award of contracts for services or purchases**

The Council has Standing Orders that govern the awarding of contracts/purchases.

**b. Arrangements to detect and deter fraud and/or corruption**

Invoices are subjected to scrutiny by both the Clerk and the cheque signatories. Variation in salary payments is fully justified before payment. Expenses are only approved after submission of fully detailed claim form.

**c. Regular bank reconciliations, independently reviewed**

Bank statements are received monthly and are reconciled by the Clerk. These are initialled by the Chairman

#### 3 INTERNAL AUDIT ASSURANCE

**a. Review of internal controls in place and their documentation**

Recommendations from the Clerk and Internal Auditor are submitted to Council.

**b. Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applied**

Where appropriate, legal powers bestowed on the Council will be recorded in the minutes against decisions taken. The minutes of meetings are also reviewed during the internal audit process.

**c. Review of arrangements to prevent and detect fraud and corruption**

The use of Standing Orders, finance policy, internal controls and consideration by Council are all methods which contribute to prevent and deter fraud and



corruption.



## SECTION 3

### AREAS WHERE THERE MAY BE A NEED TO SELF-MANAGE RISK

#### 1 RISK IDENTIFICATION

**a. Keeping proper financial records in accordance with statutory regulations**

Financial records kept in accordance with the statutory requirements and are reviewed as part of the Audit process

**b. Ensuring all business activities are within legal powers applicable to Parish Councils**

See Section 2 Internal Audit Assurance (b.)

**c. Complying with restrictions on borrowing**

There is currently no borrowing.

**d. Ensuring that all requirements are met under employment law and Inland Revenue regulations**

Inland Revenue calculations are made by HMRC cdrom and are subject to the audit process. Salary forecasts are undertaken as part of the budget setting process.

**e. Ensuring all requirements are met under Customs and Excise regulations**

All such requirements are met by the Clerk and the Internal Audit process

**f. Ensuring the adequacy of the annual precept within sound budgeting arrangements**

The budget is reviewed by the finance working party and approved by full Council.

**g. Ensuring the proper use of funds granted to local community bodies under specific powers or Section 137**

Grant applications are considered by Council within the parameters of the grants policy. Section 137 grants are listed separately in the annual accounts

**h. Proper, timely and accurate reporting of the Council business in the minutes**

Council minutes are distributed to Members in advance of the subsequent meeting, verified as a correct record as one of the first items of business of that meeting and signed at the meeting. Failure to do so is recorded. Working party notes are presented to full Council for information and ratification and are included in the minutes.

**i. Responding to electors wishing to exercise their rights of inspection**

The Council has adopted the publication scheme under the Freedom of Information Act 2000 and has its own written policy.

**j. Proper document control**

Paperwork is retained in accordance with national guidelines and relevant documents are available for viewing on request. The council is registered for data protection.

**k. Register of members' interests and gifts and hospitality in place, complete, accurate and up-to-date**

The members' register of interest is held by the Clerk and a copy is held by the Monitoring Officer at New Forest District Council. It is the responsibility of Members to notify the Clerk of changes.



## 2 INTERNAL CONTROLS

### **a. Regular scrutiny of financial records and proper arrangements for the approval of expenditure**

Monthly payment schedules are submitted to Council for approval prior to payments being made.

### **b. Recording in the minutes the precise powers under which expenditure is being approved**

See Section 2 Internal Audit Assurance (b.)

### **c. Regular returns to the Inland Revenue; contracts of employment for all staff; systems of updating records for any changes in relevant legislation reviewed by Council**

Inland Revenue Returns are completed and submitted by the clerk. Salaries are calculated by HMRC cdrom and are subject to internal audit. Staffing issues are referred to the Chairman for recommendation to Council.

### **d. Regular returns of VAT**

The Clerk is responsible for completion and submission of VAT returns and these are submitted quarterly.

### **e. Developing system of performance measurement**

In accordance with legislation, staff appraisals will be undertaken annually, by Chairman and Vice Chairman in the case of the Clerk, and by the Clerk in the case of other staff.

### **f. Minutes properly numbered with a master copy kept in safekeeping**

All Council and Committee minutes are correctly numbered. These are loose leaf and signed. Original copies are kept in the Clerk's office. They are also kept as computer files.

### **g. Documented procedures to deal with enquiries from the public**

Calls, letters and e-mails are dealt with as soon as practicable unless referred to Council. In such cases, acknowledgement of the enquiry is made

### **h. Documented procedures for document receipt, circulation, response, handling and filing**

The Clerk receives all mail. All relevant mail is listed for consideration of information. Mail for action by administration is dealt with accordingly and filed when actions are completed. All mail is date stamped upon receipt.

### **i. Adoption of Codes of Conduct for members.**

The Council adopted the current Code of Conduct in 2015.

## 3 INTERNAL AUDIT ASSURANCE

### **a. Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Clerk and Internal Auditor.

Recommendations from the Clerk and Internal Auditor are submitted to Council

### **b. Review of minutes to ensure legal powers in place, recorded and correctly applied**

See Section 2 Internal Audit Assurance (b.)

### **c. Computer data safety**

All necessary procedures and documents are computerised and all relevant areas of Clerks computer is backed-up weekly to a removal hard drive.



### Change History

Version	Date	Author	Change Summary
1.0	08/06/15	Parish Clerk	Initial Version
1.1	09/11/15	Oliver Moore	Updated to new template, corrected Clerks laptop backup device(Section 3, 3c), Updated code of conduct (Section 3, 2i),
1.2	29/9/16	Peter Lock	Council address

### Review Log

Version	Date	Reviewer	Comments
1.1	09/11/15	Oliver Moore	Clerks laptop backup device(Section 3, 3c), Code of conduct reference (Section 3, 2i),