

Bishop's Waltham Parish Council

RISK ASSESSMENT – for the year ending 31.3.25

| TOPIC | WHAT COULD GO WRONG? | INDEX (refer to policy) | CONTROLS/MANAGEMENT OF RISK | REVIEW/ASSESS/REVISE | ACTION BY |
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| ASSETS | Loss of physical assets | 1 | Buildings insured – Adequacy of cover through Zurich Insurance Plc Policy no. YLL-2720872143 LTA 3 years until 2025 Asset Register maintained and kept up to date. Annual physical asset check undertaken. | Diary entry for September each year for renewals and updates. Cover reviewed with insurers 2023-24 | Executive Officer (EO) /Finance Manager (FM) |
| | Inadequacy of insurance cover | 2 | Re-valuation of building assets was undertaken in 2021 and 2022. Recommended review every 4 years. Review of asset register and physical check carried out annually. Asset disposal & transfer forms to be completed by the Finance Manager and signed off by the Executive Officer and Chairman of the relevant Committee. Passed to FM for action. | Current procedures adequate. | Halls Manager/Administration Officer/ H & G Committee Asset Register Check – EJ/RS Finance Manager |
| | Insecurity of buildings, equipment etc | 4 | Properties alarmed – Jubilee Hall, Priory Park, Hoe Road (Pavilion and Estates Shed), Well House. Alarm systems annually serviced and maintained. <i>Add in St John Ambulance Hall when appropriate.</i> <i>Add in CCTV ? Key Safe?</i> | Annual review of security systems – record now kept by Halls Manager. | Administration Officer/Halls Manager/H & G Committee |

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| | <p>Damage to buildings, office equipment, street furniture, notice bins, bus shelters, seats etc</p> | <p>2</p> | <p>All buildings maintained as necessary. Electrical fixed wiring testing carried out in 2019. Re-test due 2024. <i>(note – quotations and actions by HM/AO)</i></p> <p>Fire alarms, fire safety equipment, heating systems all serviced annually and maintained regularly. PAT testing conducted annually or as best practice/legally required.</p> <p>Regular checks made by Council staff and any issues reported to office.</p> <p>Lawes Marsh (left 2021) Solent Safety Services Limited (app June 2022) appointed by Council to review all Health & Safety issues. New H&S policy documents created December 2023.</p> <p>Health & Safety checklists completed regularly.</p> <p>Ensure public liability insurance is adequate. Current level £10,000,000.</p> | <p>Maintenance Plan regularly reviewed and updated where necessary.</p> <p>To be reviewed as considered necessary by the H & G Committee – record kept by Halls Manager.</p> <p>Current procedures adequate.</p> <p>Annual meetings held to review policies/actions.</p> <p>New consultant in place June 2022.</p> <p>Annual review with Insurers to ensure level is adequate.</p> | <p>Halls Manager/ Administration Officer</p> <p>Halls Manager/ Administration Officer</p> <p>Solent Safety Services Limited Administration Officer/Halls Manager</p> <p>Halls Manager/Caretakers</p> <p>Executive Officer / Finance Manager</p> |
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| FINANCE | Precept – request not submitted | 1 | Minutes to record. Executive Officer to submit request. | Diary Entry for Dec/Jan. Reminder letter rec'd from WCC in Dec. | Executive Officer / Finance Manager |
| | Precept – not paid by WCC | 1 | Executive Officer to check receipt of precept - mid April and mid-September. | Diary Entry | Executive Officer / Finance Manager |
| | Inadequacy of precept received | 3 | The Council undertakes sound budgeting to underlie the annual precept. Each Committee monitors its budget information and a monthly review is undertaken by the Finance, Policy & Resources Committee. The budget and precept are considered by the F, P & R Committee in November prior to making a recommendation to the Council in December/January. | Monthly Review undertaken at all Committee meetings. | All Committees/F, P & R Committee |
| | Errors in Banking | 2 | All monies held with Unity Trust Bank and Arbutnot Latham. Appropriate balances to be maintained in accounts. Any interest received is accounted for. Check statements and bank reconciliations monthly and review balances weekly. | Regular Review by FM and monthly review of balance sheet by F, P & R Committee. | FM / F,P&R Committee |
| | Risk of consequential loss of income | 4 | Zurich Insurance cover- Business Interruption. Total sum insured £65,000. | Annual review with Insurers to ensure level is adequate. | Executive Officer / Finance Manager |
| | Loss of cash through theft, dishonesty or fire | 3 | Minimal cash kept on any premises. Cash taken at Council Office is kept in locked fire proof safe and banked as soon as is practicable. Ensure security procedures over cash adequate and effective. Access to the locked safe, is limited to the EO/FM only. Car park ticket machines to be emptied regularly. | Regular Review Empty regularly | Executive Officer/ Finance Manager Executive Officer/ Finance Manager Halls Manager / Finance Manager |

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| | Errors or fraud | 3 | <p>Monthly bank reconciliation prepared by RFO and approved by the Chairman of the F, P & R Committee prior to the monthly meeting.</p> <p>Two signatories on each cheque. Internal and external audit carried out. Interim reports from the Internal Auditor to be reviewed by the F, P & R Committee before approval by the full Council and actioned accordingly.</p> | Monthly Review | <p>Finance Manager / Chairman, F, P & R Committee</p> <p>F, P & R Committee/Council</p> |
| | Staff and Councillors not following Financial Regulations | 3 | <p>All staff and councillors to be supplied with copy of Financial Regulations. Appropriate training to be undertaken. Record of training to be held.</p> | <p>Training provided for all Councillors by Chairman of the F, P & R Committee. Training record kept.</p> | <p>Executive Officer/Chairman F, P & R</p> <p>Executive Officer</p> |
| | Loss of data | 3 | <p>Regular back up of computer records shall be made and stored securely off site. Arrangements for computer protection by use of antivirus, firewall etc. will ensure high level of security for the Council.</p> <p>Consider Cyber Security. (Action Plan)</p> | <p>Change of IT consultant in 2019. Arrangements reviewed and considered adequate.</p> | <p>Omega (Rialtas Suite) backed up by FM. (Set timescale)</p> <p>Digi Toolbox backed up office desktops. (Monthly)</p> |
| | Loss of Income Received from Hirers and including Car park ticket machines | 3 | <p>All hire charges made are reviewed annually by the H & G Committee and ratified by the F, P & R Committee – new charges apply from 1st April each year. Licence/lease charges are now reviewed annually in accordance with the terms of the licence/lease.</p> | <p>Procedures considered adequate.</p> | <p>Notes No cash now taken. All bookings are invoiced and receipted. All leases are recorded, signed and reviewed as necessary.</p> <p>H&G to regularly review conditions and rates as well as facility usage to maximise income and advertise to offer hire opportunities</p> |

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| | Misaccounting of expenditure | 2 | <p>Receipt of grants. Ensure audit trail is recorded correctly and reserve for grant set up if necessary.</p> <p>Invoices are held for all expenditure. FM prepares the BACS payments weekly for payment which are vetted by the Executive Officer. The BACS payments are then signed by any 2 from the 4 authorised signatories.</p> <p>List of payments is ratified by the F, P & R Committee monthly.</p> <p>Awarding of all grants including Section 137 and GPC expenditure. BWPC has a grants award policy and applications are made to the Community & Environment Committee and recommendations ratified by the Full Council. Expenditure agreed is documented in minutes.</p> | <p>Annual Review</p> <p>Procedures considered adequate.</p> <p>Procedures considered adequate.</p> | <p>Finance Manager Executive Officer H&G / F,P&R</p> |
| | Non-compliance with HMRC Regulations ref. VAT | 1 | <p>VAT is identified and entered in cashbook. Quarterly reclaims for VAT are made online and refunds paid direct into Current account. Checked by Internal Auditor.</p> | <p>Quarterly Review</p> | <p>Finance Manager</p> |
| | Lack of forecasting to underlie annual precept | 1 | <p>Detailed draft budget prepared by Finance Manager and Committees for approval by Finance, Policy & Resources Committee in November for ratification by full Council in December/January. Once approved, precept request is sent to District Council in January. Monthly expenditure against budget figures circulated to members of all appropriate Committees and reviewed monthly by the F, P & R Committee before ratification by the full Council.</p> | <p>Annual Review</p> | <p>Executive Officer/Administration Officer/Finance Manager Committees/Council</p> |

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| | Non-compliance with borrowing restrictions | 1 | Council resolution (December 2019) to borrow £100,000 over 10 years from the PWLB for the JH car park extension. Borrowing approval received January 2020. | Review annually and report to FP&R | Finance Manager and FP&R Committee |
| | Insufficient Reserves held | 2 | Ensure that adequate general reserves are available at year end. General rule is that total reserve should be at least 3 months' and no more than 12 months' expenditure. Ensure that earmarked reserves are summarised. Ensure that fidelity guarantee cover with insurer. | Annual Review Annual review with Insurers to ensure level is adequate. | FPR Committee |
| | Annual Governance and Accountability Return (AGAR) not submitted within time limits | 1 | AGAR is completed by the FM, signed by the FM and Internal Auditor and tabled for signing by the Council Chairman and Executive Officer. Return is submitted within the guidelines provided by the External Auditor | Procedures considered adequate. | Finance Manager Executive Officer Council Chairman |
| Liability | Risk to third party, property or individuals | 3 | Zurich Insurance (as listed in Assets section above). Risk assessments of individual events undertaken. Play areas/trees/open spaces etc. checked regularly. | Annual Review Twice daily checks undertaken by groundstaff. Checklists to be completed and handed to office. Annual inspection by suitably qualified contractor undertaken. Records kept and reported to H & G Committee for any actions. | Executive Officer Administration Officer / H&G Committee |

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| | | | <p>Tree surveys currently undertaken on half the sites every year and works recommended undertaken.</p> <p>Public liability cover to be a minimum of £10,000,000 to be reviewed with insurance company at renewal.</p> <p>Risk assessments of events carried out as necessary.</p> <p>Certificate of Insurance displayed in all buildings.</p> <p>Annual review of policies/assessments undertaken to ensure efficiency of cover.</p> | <p>Annual review with Insurers to ensure level is adequate.</p> | <p>Administration Officer / H&G Committee</p> <p>Executive Officer and F,P&R Committee</p> <p>Administration Officer</p> <p>Halls Manager</p> <p>Executive Officer</p> |
| | Legal liability as consequence of asset ownership (e.g. Cemetery, play areas) | 3 | <p>Insurance in place as listed above.</p> <p>Play areas checked twice daily and recorded. Full inspection annually.</p> | <p>Annual Review</p> <p>See comments above re checks.</p> | <p>Executive Officer/</p> <p>Administration Officer/</p> <p>Groundstaff</p> |
| Employer Liability | Non-compliance with Employment Law | 3 | <p>Parish Council have contract with HALC Employment Law. Employers' Liability Insurance included in Zurich policy – as listed in Assets section above.</p> | <p>Annual Review</p> <p>Procedures considered adequate.</p> | <p>Executive Officer</p> |
| | Non-compliance with Inland Revenue requirements | 3 | <p>Payroll undertaken by Humphry & Associates on Council's behalf and provides information for the monthly payments to HMRC. Payments made by FM.</p> <p>Internal Auditor carries out regular test checks. FM to check HMRC returns regularly.</p> | <p>Monthly Review</p> | <p>Finance Manager</p> |
| | Non-payment of salaries | 3 | <p>J Humphrey (see above) contracted to undertake payroll. Monthly Salaries paid to agreed authorised salaries. Paid direct to employees through BACS system. FM and Executive Officer to authorise payments</p> | <p>Monthly Review</p> | <p>Finance Manager / Executive Officer</p> |

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| | | | which are ratified by the full Council retrospectively. | | |
| | Danger to staff and visitors | 3 | 24-hour CCTV on Jubilee Hall, Priory Park and Hoe Road. Maintenance and service contract in place. Staff aware of lone working issues – policy in place. | Regular Review | Administration Officer/Halls Manager/H & G Committee Executive Officer |
| | Loss of key personnel | 3 | Ensure contingency plan in place for continuity of business. Ensure admin staff are aware of procedures, door codes, keys, IT passwords etc. | Annual Review. Procedures considered adequate. Reminders to be issued regularly. | Executive Officer |
| Employee Liability | Causing injury (damage) to employee property | 1 | Employer's Liability insurance in place. | Procedures considered adequate | |
| Legal Liability | Activities outside legal powers | 3 | Executive Officer to clarify legal position on any new proposal. Legal advice to be sought where necessary from the Council's appointed legal advisors (HALC/HCC). | Procedures considered adequate | |
| | Minutes/ Agendas/ Statutory Documents – Accuracy and legality. Non-compliance with statutory requirements. | 1 | Minutes and agendas are produced in the prescribed method and adhere to legal requirements. (Exec Officer is CiLCA qualified). Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval. Where possible draft minutes are circulated shortly after the meeting. Minutes and agendas are displayed according to legal requirements. | Procedures considered adequate | |
| | Illegal activity or payment | 3 | Ensure Councillors have an understanding of their Powers, training to be undertaken. All Councillors to confirm receipt of Standing Orders and Financial Regulations. | Annual Review | Executive Officer/Councillors |

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| | Incomplete Financial Records | 3 | BWPC uses the Omega software from Rialtas. Checked by FM and monthly reconciliations, together with balance sheet are signed as appropriate and tabled at monthly F, P & R Meetings to note and then Council for acceptance. | Monthly Review Procedures considered adequate. | Finance Manager / F, P & R Committee |
| | Loss of documents | 2 | Original lease documents etc. stored in metal filing cabinets in Council Office. | Originals scanned in 2018. | |
| Councillors' and staff propriety | Personal Interests affecting decisions | 4 | Register of interest completed by all Councillors and published on WCC website. Copies held in Council office. ROI form to be reviewed on an annual basis. Declaration of Interest is item on every agenda. If Interest declared, procedure in Standing Orders is followed and recorded in the minutes. Gifts/hospitality recorded on separate list. Register of relevant interests held for staff. | Procedures considered adequate. | Executive Officer |
| Council Reputation | Bringing the Council into disrepute | 1 | All Councillors should receive training and refresher training on the Code of Conduct and other relevant policies i.e. social media. A professional approach is undertaken on all Parish Council matters. | Procedures considered adequate | Executive Officer |

Financial Risk Assessment reviewed by the Chairman of the FP&R Committee, the Executive Officer and Finance Manager. February 2024.

Considered and approved by the Finance, Policy & Resources Committee on 5th March 2024 and ratification by the Full Council on 12th March 2024.

Financial Risk Assessment Action Plan

| Subject | Recommendations/Action | Action by | Date for completion | |
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| Annual Asset Register Check | To ensure the check is carried out annually, as usual, and that the register is fit for purpose | F,P&R Committee / Executive Officer | March 2024 | Asset register check in progress February 2024. |

| Subject | Recommendations/Action | Action by | Date for completion | |
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| Signage for CCTV and Alarm | Undertake an audit of such | Halls Manager | June 2024 | |
| Staff List of Interests | Draw up such and keep in staff files | Executive Officer | May 2024 | |
| Electrical Hard Wire Testing | Gather quotations for such, undertake testing and relevant remedial actions | Halls Manager/ Clerk to H&G Committee | October 2024 | |
| Regular Banking of Car Park Ticket Machines | Set schedule for regular emptying of machines and banking thereof | Halls Manager and Finance Manager | April 2024 | |
| Cyber Security | To discuss at FP&R Committee | Finance Manager | April 2024 | |
| Play Park Checks | Confirm if both weekday/weekend checks required | Halls and Grounds Committee | May 2024 | |
| Lone Working Policy | Reminder to be given to staff annually/regularly (Staff Handbook) | Executive Officer | May 2024 | |
| HMRC returns | To regularly check returns online | Finance Manager | April 2024 | |
| Social Media Policy | To review and ensure up to date | CEC – Executive Officer | June 2024 | |