

HUNCOTE PARISH COUNCIL

RISK MANAGEMENT

1. Introduction

The failure to manage risks effectively can be expensive in terms of litigation and reputation and the ability to achieve desired targets.

The Parish Council needs strong corporate governance arrangements, the ability to safeguard public funds and the ability to provide assurances to tax payers.

2. Responsibilities

While the Clerk may carry them out, Members are ultimately responsible for risk assessments, because risks threaten the achievement of policy objectives. Therefore Members need to take steps to identify key risks facing the Council.

Evaluate the potential consequences to council, if an event identified as a risk takes place decide on appropriate measures to avoid, reduce or control the risk or its consequences.

3. Risk Management

This can be sub-divided into three areas.

1. Areas where there may be scope to use insurance to help manage risk.
2. Areas where there may be scope to work with others to help manage risk.
3. Areas where there may be a need to self-manage risk

4. Insurance

4.1 Risks

Physical assets – buildings, structures, furniture, equipment, etc.

Third party damage to property or individuals as a result of council provided services or amenities (Public Liability).

Consequential loss of income or need to provide essential services.

Loss of cash through theft or dishonesty. (Fidelity insurance)

Legal liability as consequence of asset ownership (Public Liability)

4.2 Internal Controls

An up to date asset register.

Regular maintenance arrangements of physical assets.

Annual review of risk and the adequacy of cover. (RoSPA Report)

Ensure robust insurance providers.

4.3 Internal Audit testing

Review internal controls in place, and their documentation.

Review risk arrangements regarding insurance cover.

Test specific internal controls and report findings to council.

5. Working with others

5.1 Risks

Security for vulnerable buildings or equipment.

Maintenance for vulnerable buildings or equipment.

Provision of services being carried out under agency/partnership agreements with principal authorities (Blaby District Council and Leicestershire County Council).

Banking arrangements including borrowing or lending.

Ad-hoc provision of amenities/facilities for events to local community groups.

Equipment lease or hire.

Burial/cemetery.

5.2 Internal controls

Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment.

Regular reporting on performance by suppliers/contractors.

Annual review of contracts.

Clear statements of our responsibility for each service.

Regular scrutiny of performance against targets.

Adoption of codes of practice for procurement.

Arrangements to detect and deter fraud.

Regular bank reconciliations, independently reviewed.

5.3 External Audit testing

Review internal controls in place and their documentation.

Review Minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied.

Review and test arrangements to prevent and detect fraud.

Review adequacy of insurance cover provided by suppliers.

Test specific internal controls and report to council.

6. Self-Managed Risk

6.1 Risks

Keep proper financial records in accordance with statutory requirements.

Ensure all business activities are within legal powers applicable to parish councils.

Comply with restrictions on borrowing.

Ensure all requirements are met under employment law and Inland Revenue regulations.

Ensure all requirements are met under Customs & Excise regulations (VAT)

Ensure adequacy of the annual precept within sound budgeting arrangements.

Monitor performance against agreed standards if entering partnership arrangements.

Ensure proper use of funds granted to local community bodies under specific powers or under Section 137 responsibilities.

Proper, timely and accurate reporting of council business within the Minutes.

Responding to electors wishing to exercise their rights of inspection.

Meeting the laid down timetables when responding to consultation invitation.

Meet the requirements for Quality Parish status.

Meet the requirements to use Power of Wellbeing.

Proper document control.

Register of Members Interests, gifts and hospitality in place – complete, accurate and up-to-date. Copies to be provided to Monitoring Officer at Blaby District Council within 28 days as criminal offence not to do so.

6.2 Internal Controls

Regular scrutiny of financial records and proper arrangements for the approval of expenditure (monthly meetings)

Record in the Minutes the precise Powers under which expenditure is being approved.

Regular returns to Inland Revenue – Contracts of employment for all staff, annually reviewed by the council. Systems for updating records for any changes in relevant legislation.

Regular returns of VAT and training of the Clerk in matters of VAT.

Regular budget monitoring statements.

Develop systems of performance mix.

Procedures for dealing with and monitoring grants or loans made or received.

Minutes properly numbered and paginated with a master copy kept in safe keeping.

Documented procedures to deal with enquiries from the public.

Documented procedures to deal with responses to consultation requests.

Monitoring arrangements by the council regarding Quality Council status/ qualified Clerk (CiLCA).

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

Procedures in place for monitoring Members Interests, gifts and hospitality received.

Adoption of Codes of Conduct for Members and employees.

6.3 Internal Audit Testing

Review internal controls in place and the documentation.

Review Minutes to ensure legal powers in place, recorded and correctly applied.

Testing of receipts and payments to cashbook, from bank statements to cashbook, from Minutes to statements including petty cash transactions.

Review and test arrangements to prevent and detect fraud.

Test disclosure.

Test specific internal controls and report to council.

Risk assessment:- Reviewed 26th October 2016

All risks for Council's property, equipment, employees and 3rd party to be assessed as necessary including disaster recovery.

- 1) Records: of meetings and financial transactions shall be held at the Parish Offices on Hard Copy and Computer (WORD, EXCEL, SAGE). Computer data should be backed up regularly (normally on a monthly basis or more frequently if major files are added) and the storage media, (CD or floppy) stored in a place other than the Parish Office. Additional computer(s) with compatible systems should be available in the event of failure.
- 2) Sports fields and recreation areas are to be regularly inspected, and should any faults be found, then these should be assessed, for seriousness, likelihood of any damage, and potential seriousness of damage. If any significant risk is determined, then the item should be immediately placed out of use, and the fault reported to the Clerk, and the item should be repaired/replaced/withdrawn as soon as possible. The inspections are:-
 - Regular visual inspection (daily where possible 5/wk) by Handyperson. Significant litter and any glass etc. shall be removed.
 - Regular weekly inspection by Maintenance person.
 - Handy person & Assistant Handy person trained by the Playing Fields Association or IFLAM Training Course 2016. **Renewal every two years.**
 - Annual inspection and report (RoSPA) – Aug/Sep. Report to be examined by Clerk and recommended action reported to full council.

Footpaths to be inspected for loose/uneven slabs with visual inspection and any uneven slabs reported to Clerk.

Critchlow Road Recreation Ground/Under 11's Play Area

1. Under-11 play equipment supplied 2001, includes swings and rocking rocket. To be assessed for replacement/updating: Ongoing. **All equipment considered low risk.**
2. All other under-11 play equipment supplied 2015. To be assessed for replacement/updating: Ongoing. **All equipment considered low risk.**
3. Under 11 gates/fencing replaced 2013. **The gates are considered suitable for most wheelchairs.**
4. All Safety surfaces to be assessed every June. **Surfaces rubber / safety grass meet standard. Problems with gaps in mats filled with material but vandals have on occasionally removed this. Recommending replacing with grass matting as part of play area refresh.**
5. Zip line: Check minimum height of seat at lowest point 400mm (16") on weekly check. Supplied 2013. To be assessed for replacement/updating: Ongoing. **Low risk. Extra soil added following RoSPA report 2013 and 2016.**
6. Youth shelter. Installed 2002. To be assessed for replacement/updating: 2017.
7. Flat swings. Installed 2001. To be assessed for replacement/updating: 2020.
8. Basket swing. Installed 2015. To be assessed for replacement/updating: 2030.
9. Quest multi-play unit. Installed 2015. To be assessed for replacement/updating: 2030.
10. Climbing net. Installed 2015. To be assessed for replacement/updating: 2030.
11. Supernova. Installed 2015. To be assessed for replacement/updating: 2030.
12. Hang glider installed 2003. To be assessed for replacement/updating 2018. **Low risk.**
13. Football goals to be assessed for replacement/updating 2018.
14. See-saw (not u-11). Installed 2015 To be assessed for replacement/updating: 2030. **Low risk.**
15. All equipment has been inspected and does not appear to fail on the Disability Discrimination Act (DDA) 1995, although it is appreciated this inspection is subjective. No wheelchair swings are envisaged as the potential use is minimal.
16. No specific car parking is provided at the recreation ground. The village is compact enough to expect residents to walk. No vehicles (apart from for approved maintenance vehicles) are permitted on the Recreation Area or Sports field.
17. Footpaths were repaired Feb 2013. To be inspected for replacement/updating 2018. Handyman to maintain regular checks for raised slabs.
18. No overall fencing is in place for recreation area, but vehicular access to Denman Lane limited to access only. All equipment is a considerable distance away from roads. Fencing does exist along

Critchlow Road from the bend to the footpath near Forest Road. Fencing is also provided around the under-11's area to restrict dog access.

19. An assessment of trees, bushes and hedgerows carried out annually by Duntox (preferably August) Duntox complete annual tree/hedgerow cutting each year (preferably Sep/Oct). **2016 Cut completed in November due to contractor availability.**

Huncote Sportsfield/Pavilion

20. Sports field Pavilion to be assessed for updating 2018. This is currently used (rent £10 year) only by Huncote Amateur Dramatics Society (HATS). **Concern of gas from former tip site. Additional 3 wells installed Jan 2014. HATS to regularly assess buildings and report issues to Clerk if necessary.**
 21. Football pitch relayed 2011. Leased to Huncote Football Club (H.F.C.) Renewal May 2019. **Low Risk.**
 - a. Planning permission has been granted for changing room facilities to be provided on the site. (09/0357/1/PX) – **Teams no longer intending to pursue.**
 22. Car parking for the sports field is at the Pavilion.
 23. Dog bins are provided, and with dog fouling signs provided by Blaby D.C. Dog Wardens. A contract with Blaby D.C. to empty dog bins is in place.
 24. A drain cover on the sports field has previously overflowed in 2012. STWA are aware of this and should such an occurrence happen, automatically disinfect it.
 25. Notices are present in all locations with means of contacting responsible person. **Updated Feb 2013**
 26. All safety style work should be carried out as soon as practical and reasonable. Where immediate action is not possible a formal action plan shall be prepared, documented and followed.
7. All cheques to be signed by three (3) signatures. Accounts are to be audited internally and externally. **See Financial Regulations.**
 8. Public Liability 3rd party liability insurance, employers' fidelity and insurance on equipment to be held. **Policy held with Zurich, brokered through Came & Company. Renewed May 2016.**
 9. **Cemetery** head stones to be inspected (2 years) and repaired as required.
 10. **Trees** to be inspected (and pruned as required) on annual basis.
 11. Employees have written contracts.
 12. The Parish Council does not possess a Village Hall. Summer Council meetings are held in St. James Church Hall. This is Disability Discrimination Act Friendly. The premises are to be inspected every two years (2014, 2016, etc.) to ensure continuous compliance. Winter Council meetings are held at Huncote Methodist Church Hall. Disability Discrimination Act Friendly rooms are available. The premises are to be inspected every two years (2014, 2016, etc.) to ensure continuous compliance.
 13. All Contractors and Suppliers are assessed for suitability for the task. This includes insurance cover.