

## Bitteswell with Bittesby Parish Council

### Risk Assessment and Management 2022-2023

Area	Risk	Control
Assets	Loss or damage to physical assets	Assets are listed and reviewed annually Insurance cover is for all assets Insurance level is reviewed annually
Finance	<p>Loss of money through error or theft</p> <p>Failure to budget for expenditure</p> <p>Failure to account properly for spending</p> <p>Failure to put adequate controls in place</p>	<p>Bank reconciliation carried out and statement issued for every meeting Two signatures required for all cheques</p> <p><b>Insurance cover for:</b> Loss of Non-Negotiable money Loss of money in transit in the custody of any member or employee or in transit by registered post or in a Bank Night Safe Loss of money in the private residence of any member or employee Loss of money in the custody of or under the actual supervision of any member or employee or in locked safes or strongrooms or locked receptacles other than safes or strongrooms</p> <p>Budget meeting held annually and precept calculated accordingly To keep General Reserves at a level of between three and twelve 12 months precept to form part of a contingency to cushion the impact of unexpected events or emergencies</p> <p>Invoices checked by clerk and all payments approved at each meeting Vouchers made out for all expenses Refundable VAT checked by clerk and return submitted annually</p> <p>Internal audit procedures and Internal Auditor's report reviewed annually</p>
Public Liability	Risk to individuals, third party or property	Public liability insurance cover £10,000,000 Full inspection of public areas and risk assessment on Parish Council assets carried out on annual basis

Area	Risk	Control
Employer's Liability	Failure to comply with employment law	<p>Employer Liability insurance cover of £10,000,000 held</p> <p>Council holds membership of NALC and LRALC</p> <p>Clerk is member of SLCC</p> <p>Clerk's salary and terms and conditions reviewed annually</p> <p>Written records of staff and volunteer training kept</p>
Legal Liability	Failure to ensure activities are within legal limits	<p>Advice taken from clerk, further advice sought from LRALC if necessary</p> <p>Legal liability insurance cover held</p> <p>Written risk assessments kept for the Council's key activities</p> <p>Abides by any rules, guidelines or advice that is given to by any relevant authority</p>
Councillor Propriety	Failure to comply with code of conduct	<p>Register of Interests completed and kept updated</p> <p>Reminder for Councillors to declare interests at the start of every meeting</p> <p>Libel &amp; Slander cover of £250,000 held</p>