

**Covingham Parish Council**  
**Risk Assessment and Management**  
Reviewed

**Likelihood:**

High – Frequency of 1/Year or higher

Medium – Frequency of 1/Five Years or higher

Low – Frequency of lower than 1/Five Years

**Impact:**

High – losses over £20,000, major impact on ability of Parish council to deliver services

Medium – losses £10,000 - £20,000, ability of Parish Council to deliver services restricted

Low – losses under £1,000, minimal impact on ability of Parish Council to deliver services

**Table 1 – Areas where there may be scope to use insurance to help manage risk**

<b>Risk identification</b>	<b>Impact/Severity</b>	<b>Likelihood</b>	<b>Responsibility &amp; Management</b>
1. Damage or loss of physical assets owned by the council - buildings, furniture, equipment etc.	H	M	Covered by insurance Regular checks of security arrangements, locks etc by Groundsman. Control of key holders.
2. Damage to a third-party property or individuals as a consequence of the council providing services or amenities to the public (public indemnity)	H	M	Insured against third party risk  Routine checks on safety hazards – see Health and Safety policy and Health and Safety Risk Assessments Public Indemnity Insurance in place
3. Consequential loss of income or the need to provide essential services following critical damage, loss or non - performance by a third party (consequential loss)	L	L	No action. Act to recover losses from 3 <sup>rd</sup> party in the event of risk occurring.
4. Loss of cash through theft, dishonesty or fraud (fidelity guarantee)	H	L	Fidelity Guarantee Insurance in place
5. Legal liability as a consequence of asset ownership (public liability)	H	M	Public Indemnity insurance in place
Breach of Data Protection Regulations	L	L	Effective policies, procedures & control in place to ensure compliance and limit the possibility of this occurring. Insurance Policy provides cover for legal costs in the event of an action from ICO

**Table 2 – Areas where there may be scope to work with others to help manage risk**

<b>Risk identification</b>	<b>Impact/Severity</b>	<b>Likelihood</b>	<b>Responsibility and Management</b>
6. Losses due to breach of security for vulnerable buildings, amenities or equipment	H	M	Covered by insurance Ensure owned buildings are secured
7. Loss or damage resulting from inadequate maintenance of vulnerable buildings, amenities or equipment.	H	M	Regular checks carried out by Maintenance Engineers
8. Poor performance of services being carried out under agency/ partnership agreements with other authorities, including dog bin services	L	L	Dog bin services managed by Contractor Parish Council maintenance team to monitor collection and carry out visual checks on bins.
9. Loss of monies resulting from banking arrangements including borrowing & lending	H	L	Financial Regulations current and up to date
10. Inadequate provision of amenities/ facilities for events to local community groups	M	L	Not applicable
11. Vehicles or equipment lease or hire.	0	0	Not applicable
12. Financial losses from trading units (leisure centres, playing fields, burial grounds etc.)	0	0	Not applicable
13. Inadequate provision of professional services (planning, architects, accountancy, design etc.)	L	L	Ensure all professional services employed are covered by indemnity insurance. Ensure that scope of services required is clearly defined in any tender process and contracting arrangement.

**Table 3 – Areas where there may be a need to self manage risk**

<b>Risk identification</b>	<b>Impact/Severity</b>	<b>Likelihood</b>	<b>Responsibility &amp; Management</b>
14. Inadequate financial records in accordance with statutory requirements	H	L	Responsible Financial Officer and Full Council
15. Exceeding the legal powers applicable to local councils	M	L	Advice from external authorities, including NALC and SBC. Training for Clerk & councillors.
16. Complying with restrictions on borrowing.	M	L	Reliance of PC on Clerk's advice. Financial Regulations
17. Ensuring that all requirements are met under employment law and Inland Revenue regulations	L	L	Responsible Financial Officer and Internal audit.
18. Ensuring all requirements are met under Customs & Excise regulations (especially VAT)	M	M	Responsible Financial Officer and Internal Audit
19. Ensuring the adequacy of the precept within sound budgeting arrangements	M	L	Responsible Financial Officer and Full Council
20. Improper use of funds granted to local community bodies under specific powers or under Section 137	M	M	Responsible Finance Officer, Full Council and internal audit
21. Poor reporting of council business in minutes	M	L	Clerk, agreed and approved by Full Council. Training for Clerk & Councillors.

**Table 3 Continued**

<b>Risk identification</b>	<b>Impact/Severity</b>	<b>Likelihood</b>	<b>Responsibility &amp; Management</b>
22. Inability to respond to electors wishing to exercise their rights of inspection	M	M	Clerk to make appropriate arrangements and be available within stipulated dates
23. Inability to meet external consultation timescales.	M	M	Clerk in first instance. Effective/efficient work management processes. Issues raised at earliest opportunity and extension requested.
24. Inability to meet requirements for Quality parish councils or other accreditation	H	M	Clerk to review training requirements for Clerk's qualification. Review Covingham PC processes including Quality Parish Council accreditation.
25. Poor document control	M	M	Clerk. Effective management systems, including back up and storage.
26. Register of member's interests and gifts and hospitality inadequately maintained.	H	L	Clerk and SBC.

## Covingham Parish Council

### Internal Controls

	Yes	NO	Target Date
1. An up to date register of assets and investments	✓		Reviewed annually by Clerk. Agreed by Full Council.
2. Regular maintenance arrangements of physical assets	✓		Annual inspection of Assets by Maintenance Engineers/Annual safety play equipment inspection by independent provider.
3. Annual review of risk and the adequacy of cover	✓		Reviewed annually by Clerk. Agreed by Full Council.
4. Ensuring robustness of insurance providers	✓		Reviewed annually by Clerk. Agreed by Full Council
5. Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment	✓		Reviewed annually to ensure compliance with latest regulations and advice.
6. Regular reporting on performance by suppliers/providers /contractors	✓		Grass cutting and dog bin services regularly reviewed with on-going monitoring throughout the year. Hedge cutting and street sweeping to be reviewed once work completed.
7. Annual review of contracts	✓		Clerk. Agreed by Full Council
8. Regular scrutiny of financial performance against budget targets.	✓		Clerk. Quarterly budget monitoring statements agreed by Full Council
9. Adoption of and adherence to codes of practice for procurement and investment	✓		Financial Regulations.
10. Arrangements to detect and deter fraud and/or corruption	✓		Small number of movements. Covered by Financial Regulations. Planning matters approved or objected to by Full Council, unless straight forward proposal with no concerns can be dealt with by Councillors responsible for Planning matters. Monthly scrutiny of cheques/payments against invoices and requiring 2 signatures.
11. Regular bank reconciliations independently reviewed	✓		Clerk. Quarterly statements agreed by Full Council
12 Regular scrutiny of financial records and proper arrangements for the approval of expenditure	✓		Internal auditor Approved by Full Council
13. Recording in the minutes the precise powers under which expenditure is being approved	✓		As appropriate
14. Regular returns to the Inland Revenue, contracts of employment for all staff annually reviewed by the council, systems for updating records for any changes in relevant legislation	✓		Contract and salaries of all employees reviewed annually by Personnel Committee
15. Regular returns of VAT; training of Responsible Financial Officer in matters of VAT and other taxation issues as necessary	✓		Clerk deals with annual claim for VAT. Internal auditor

	Yes	NO	Target Date
16. Regular budget monitoring statements	✓		Quarterly budget monitoring reports as regular agenda item
17. Developing systems of performance measurement	✓		Risk Assessment Reviews now in place. Performance reviewed annually.
18. Procedures for dealing with and monitoring grants or loans made or received	✓		Agreed by Full Council using procedures in Financial Regulations
19. Minutes properly numbered and paginated with a master copy kept in safe keeping by Clerk	✓		Clerk
20. Documented procedures to deal with enquiries from the public	✓		In place
21. Documented procedures to deal with responses to consultation requests		✓	A register of consultations needs to be set up
22. Monitoring arrangements by the council regarding Quality Council status		✓	Not yet but aspiring to
23. Documented procedures for document receipt, circulation, response, handling and filing		✓	Not yet adopted.
24. Procedures in place for recording and monitoring member's interests and gifts and hospitality received	✓		Adopted SBC Code of Conduct
25. Adoption of Codes of Conduct for members and employees	✓		SBC Code of Conduct which mirror practices set out in the Standing Orders