

# Risk Assessment Review for Willoughton Parish Council: date-

25/05/2023

[derived from Local Councils Governance and Accountability Guidance]

Yes	No	Not Required/ Not Applicable
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**Table 1:**

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

Risk identification- Is insurance cover in place for:-

- 1 The protection of physical assets owned by the council- buildings, furniture, equipment, etc (loss or damage)
- 2 The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)
- 3 The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)
- 4 Loss of cash through theft or dishonesty (fidelity guarantee)
- 5 Legal liability as a consequence of asset ownership (public liability)

✓		
✓		
		NOT REQ.
✓		
✓		

Internal controls- The council's internal controls may include:-

- 6 An up to date register of assets and investments
- 7 Regular maintenance arrangements for physical assets
- 8 Annual review of risk and the adequacy of cover
- 10 Ensuring the robustness of insurance providers

✓		
✓		
✓		
✓		

**Table 2:**

**Areas where there may be scope to work with others to help manage risks**

Are the following risks covered by the purchase of services from specialist external bodies:-

- 1 Security for vulnerable buildings, amenities or equipment
- 2 Maintenance for vulnerable buildings, amenities or equipment
- 3 The provision of services being carried out under agency /partnership agreements with principal authorities
- 4 Banking arrangements, including borrowing or lending
- 5 Ad hoc provision of amenities/facilities for events to local community groups
- 6 Markets management
- 7 Vehicle or equipment lease or hire
- 8 Trading units (leisure centres, playing fields, burial grounds, etc)
- 9 Professional services (planning, architects, accountancy, design, etc)

		NOT REQ.
✓		
		NOT REQ.
		NOT REQ.
		NOT REQ.
		NOT REQ.
		NOT REQ.
		NOT REQ.

Internal controls- The council's internal controls may include:-

- 10 Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment
- 11 Regular reporting on performance by suppliers/providers/contractors
- 12 Annual review of contracts
- 13 Clear statements of management responsibility for each service
- 14 Regular scrutiny of performance against targets
- 15 Adoption of and adherence to codes of practice for procurement and investment
- 16 Arrangements to detect and deter fraud and/or corruption
- 17 Regular bank reconciliations, independently reviewed

✓		
		NOT REQ.
		NOT REQ.
		NOT REQ.
		NOT REQ.
		NOT REQ.
✓		



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**Table 3:**

**Areas where there may be a need to self-manage risk**

Risk identification- Activities that create business risks but do not fall into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or are just uninsurable: Are the following activities undertaken:-

- 1 Keeping proper financial records in accordance with statutory requirements
- 2 Ensuring all business activities are within legal powers applicable to local councils
- 3 Complying with restrictions on borrowing
- 4 Ensuring that all requirements are met under employment law and Inland Revenue regulations
- 5 Ensuring all requirements are met under Customs and Excise regulations (especially VAT)
- 6 Ensuring the adequacy of the annual precept within sound budgeting arrangements
- 7 Monitoring of performance against agreed standards under partnership agreements
- 8 Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137
- 9 Proper, timely and accurate reporting of council business in the minutes
- 10 Responding to electors wishing to exercise their rights of inspection
- 11 Meeting the laid down timetables when responding to consultation invitation
- 12 Meeting the requirements for Quality parish status or other accreditation
- 13 Proper document control
- 14 Register of members' interest and gifts and hospitality in place, complete, accurate and up to date

✓		
✓		
		NOT REQ.
✓		
✓		
✓		
		NOT REQ.
✓		
✓		
✓		
		NOT REQ.
✓		
✓		

Internal controls- The council's internal controls may include:-

- 15 Regular scrutiny of financial records and proper arrangements for the approval of expenditure
- 16 Recording in the minutes the precise powers under which expenditure is being approved
- 17 Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation
- 18 Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary
- 19 Regular budget monitoring statements
- 20 Developing systems of performance measurement
- 21 Procedures for dealing with and monitoring grants or loans made or received
- 22 Minutes properly numbered and paginated with a master copy kept in safekeeping

✓		
✓		
		NOT REQ.
✓		
✓		
		NOT REQ.
✓		
✓		

Signed:-

Chairman

Vice Chairman

Clerk

Approved and recorded as council minute reference:- 2305/06 (F)

Date:- 25/05/2023