

Approved on:
Minutes reference:
Review date April 2024

AYLESBEARE PARISH COUNCIL

RISK MANAGEMENT 2024-25

RISK	MANAGEMENT
Protection of physical assets owned by the council – playground equipment, noticeboards, seats etc (loss or damage)	Insurance. Under constant review as purchases are made. Up to date register of assets and investments maintained. Regular maintenance arrangements of physical assets. Reviewed annually. Internal Audit and RoSPA inspection by The Play Inspection Company Ltd.
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public	Public Liability Insurance £10m. Regular maintenance arrangements of physical assets. Reviewed annually. Internal Audit.
Legal liability as a consequence of asset ownership	Public Liability Insurance £10m Reviewed annually. Internal Audit.
Loss of cash through theft or dishonesty	No cash held by the Council. Fidelity Insurance of £250,000. Reviewed annually. Internal Audit testing: review of internal controls in place and their documentation. .
Maintenance of equipment.	Standing orders and financial regulations dealing with the award of contracts for service or the purchase of capital equipment. Internal Audit testing: Review of minutes, review of adequacy of insurance cover provided by suppliers and contractors.
Keeping proper financial records in accordance with statutory requirements Ensuring all business activities are within legal powers applicable to local councils	Regular scrutiny of financial records (quarterly) and proper arrangements for the approval of expenditure (monthly). Regular returns via HMRC Basic Payroll software to the Inland Revenue and system

<p>Ensuring that all requirements are met under employment law and Inland Revenue regulations</p>	<p>for updating records of any changes in relevant legislation via NALC. Employer's Liability £10m.</p>
<p>Ensuring all requirements are met under Customs and Excise regulations (VAT)</p>	<p>Regular returns of VAT.</p>
<p>Ensuring the adequacy of the annual precept within sound budgeting arrangements</p>	<p>Quarterly budget monitoring statements.</p>
<p>Proper, timely and accurate reporting of council business in the Minutes</p>	<p>Minutes properly numbered and paginated with a master copy kept in a safe place</p>
<p>Responding to electors wishing to exercise their rights of inspection</p>	<p>Procedures to deal with enquiries from the public.</p>
<p>Meeting the laid down timetables when responding to consultation invitation</p>	<p>Procedures to deal with responses to consultation requests</p>
<p>Proper document control</p>	<p>Procedures for document receipt, circulation, response, handling and filing.</p>
<p>Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.</p>	<p>Procedures in place for recording and monitoring members' interests and gifts and hospitality received. Adoption of codes of conduct for members.</p>
<p>Playground equipment</p>	<p>Internal Audit: review of internal controls. Review of minutes. Testing of income and expenditure from minutes to accounts, from bank statements to accounts. Review and testing of arrangements to prevent and detect fraud and corruption. Testing of disclosures. Testing of specific internal controls and reporting findings to management</p> <p>To be inspected annually by a reputable inspector, as agreed by the Parish Council; a full report issued and actions taken on medium and high risk comments. To be adequately insured.</p>
<p>Street furniture incl. defibrillator</p>	<p>To be inspected annually. To be adequately insured.</p>