

**Wadworth Parish Council
Risk Management 2016**

RISK	INTERNAL CONTROL MEASURE	REMEDIAL ACTION	REVIEW DATE
Areas where there may be scope for insurance to manage risk			
Protection of physical assets (material damage)	Value inflated annually. Up to date register of assets	None	Sep-16
Public liability	Existing cover - £12m	None	Sep-16
Loss of cash through theft or dishonesty (Fidelity Guarantee)	Current insured value - £250k	None	Sep-16
Money (on premises/in transit)	Loss of non-negotiable money - £250k Various levels of cover on other money	None	Sep-16
Employer's Liability	Existing cover - £10m	None	Sep-16
Libel and slander	Existing cover - £250k	None	Sep-16
Personal accident (Employees/volunteers/members)	Capital and weekly sums for employees and members	None	Sep-16
Ensure robustness of insurance provider	Zurich	None	Sep-16
Areas where there may be scope to work with others to manage risk			
Security for vulnerable buildings, amenities & equipment	Sports pavilion - security shutters on all doors and windows		As & when required
Maintenance for vulnerable buildings, amenities & equipment			Annually
Banking arrangements including borrowing or lending, and internet banking	1 account with Nat West. Monthly bank reconciliation. Clerk + 2 members with internet access to check on account. Financial regs updated.	None	As & when required
Ad hoc provision of amenities/facilities at the sports pavilion and ground for events to local sports groups	Fixed charges agreed in advance with the various user groups	None	As & when required
Areas where there may be a need to self manage risk			
Keeping financial records in accordance with statutory requirements	All records kept in accordance with the accounts and audit regulations 1996, 2003 & 2006	None	As & when new regulations are introduced

Ensuring all business activities are within the council's legal powers	Expenditure controlled through council minutes and where necessary the clerk seeks advice. S137 separately identified.	None	Internal audit - Apr annually
Ensuring that all requirements are met within employment law, VAT & HMRC regulations	Submission of HMRC returns monthly iaw Real Time Information requirements. Reading new literature to keep up to date.	None	As & when required
Ensuring the adequacy of the annual precept within sound budgetary arrangements	Budget requirements identified when fixing the precept. Quarterly budget monitoring reports.	None	Jan annually
Ensuring the proper use of funds granted to local community bodies under specific powers or s137	Identified in the minutes	None	Internal audit - Apr annually
Proper timely and accurate reporting of council business in the minutes	All council minutes are approved at the following monthly parish council meeting	None	Monthly
Responding to electors wishing to exercise their right of inspection	Public notice of annual audit displayed. Books available for inspection for 30 working days.	None	Must include first 10 days of July annually
Proper document control	Filing system maintained, stored at Clerk's premises and village hall. Computer files backed up periodically.	None	Ongoing
Meeting the requirements for Quality Parish status	Currently the council fails to qualify on the 80% rule and clerks qualification	None	Ongoing
Register of members interests and gifts & hospitality in place. Complete, accurate & up to date.	All members have completed a register of interests form. These are supplemented by declarations of disclosable pecuniary interests at meetings and the councillors code of conduct	None	Ongoing
Staffing	Clerk paid in accordance with NALC/SLCC guidelines - 6 hours per week average plus HMRC allowance to cover the supply of office & equipment. Contract of employment in place	Calculation of pay approved by 2 members	Annually when pay rates revised
Expenditure approval	Controlled by the financial regulations and, where appropriate, approval is separately minuted. Members approve all payments which are minuted.	Update of standing orders & financial regulations as required.	As & when required
Internal controls of expenditure & income	Income - all charges agreed by the council. Cheque counterfoils initialled by members. Internet banking transactions checked by 2 members.	None	Audit committees
Best value	Parish council discusses the various criteria and acts accordingly. Expenditure procured and approved iaw Financial Regulations	None	Ongoing
Documented procedures to deal with enquiries from the public	Full compliance with the Freedom of Information Act	None	As required

Adoption of Code of Conduct	Adopted	None	As & when new regulations are introduced