

**BURNHAM PARISH COUNCIL
RISK MANAGEMENT 2018/19**

This risk assessment was approved by the Policy and Resources Committee on 4th June 2018

Area	Risk	Level	Control <i>(and actions)</i>
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI. <i>Look revalue all properties rebuild costs, including demolition and professional fees, at 10th anniversary of Burnham Park Hall (2020).</i>
	Security of buildings, equipment	M	Fire and Intruder alarms and CCTV fitted at Burnham Park Hall and George Pitcher pavilion. Intruder alarm at bungalow and workshop at George Pitcher grounds. Contents insured and reviewed annually. Out-of-hours procedure in place.
	Maintenance of buildings and equipment	M	Maintenance contracts in place include: fire and intruder alarms, lift, automatic doors, heating/cooling systems, sanitaryware, cleaning of public conveniences, street lights, IT equipment. Playgrounds all undergone recent renovation and weekly checks by groundsmen.
	Damage to buildings by hirers	H	Booking form signed by hirers agrees that they are liable for any damage caused during the hire. Hirers' Liability up to £2,000,000. Caretaker on site during hire. Security staff, paid for by hirer, on site during any high risk event. Security deposits taken for hire of football pitches.
Finance	Loss of banking facilities	M	Online banking in place as primary mode of payment. Risk of non-attendance by signatories leading to payments being missed. Majority of councillors now authorised signatories, a rota is in place with reserves, and councillors reminded of the importance to attend.
	Loss of income through business interruption or loss of data	L	Insurance cover. Sum insured – loss of revenue £540,000, loss of data £4,000 and additional expenditure £60,000 for an indemnity period of 24 months. All data on server is backed up off site, emails available remotely, and little reliance in physical information. All deeds, leases, licenses, and sensitive material securely stored in fireproof cabinet.
	Loss of cash through theft or dishonesty	M	Employee references taken up prior to employment. Till reconciliation undertaken every day. All differences recorded. Fidelity cover insurance up to £250,000. Bank reconciliations and regular checks carried out by Finance Manager, Parish Clerk, and General Manager.

	Financial controls and records	M	Two signatories required for all cheques and online banking payments. Internal and external audit. Monthly reconciliations prepared by Finance Manager and reported to Policy and Resources Committee and Full Council. Limited petty cash floats reconciled on a monthly basis. Debit card replaced with credit card with £2,000 limit. Telephone banking no longer used.
	Comply with VAT Regulations	M	Use help line when necessary. VAT payments and claims calculated by Finance Manager and submitted regularly. Internal audit provides double check.
	Sound budgeting to underlie annual precept	M	Policy and Resources Committee receives detailed budget in the late autumn prepared by the Proper Officer once each committee has reported its needs. Precept derived directly from this. Expenditure against budget reported to all committees and Full Council at each meeting.
	Complying with borrowing restrictions	L	PWLB loan being repaid by direct debit payments.
Liability	Risk to third party, property or individuals	M	Insurance in place. Playgrounds subject regular checks, and records of checks kept for 21 years. Tree survey carried out and remedial work in hand. Streetlights subject to fortnightly checks. Risk assessments prepared for all types of hire and specific events where necessary. Risk assessments required from hirers of parks. Lone worker risk assessment carried out. GDPR training and audit undertaken. General Manager still reviewing emergency evacuation policy, and training for evacuation of lift. Clerk to action work arising from GDPR audit.
Employer Liability	Comply with employment law	L	Membership of various national and regional bodies including SLCC and NALC/BMKALC and Local Council Advisory Service run by insurer. Employee Handbook drafted by specialist HR company in place. Legal advice sought when required, and auto-enrolment requirements carried out.
	Comply with HMRC requirements	M	Regular advice from Sage, and internal and external auditor carry out annual checks. External payroll provider employed to ensure correct PAYE and pension calculations.
	Safety of staff and visitors	M	Smoke and intruder alarms / CCTV fitted to cover Burnham Park Hall and pavilion. Regular H&S risk assessment checks of Burnham Park Hall carried out. See above actions re: liability.

Legal Liability	Ensuring activities are within legal powers	L	Clerk CiLCA qualified and undertaking further professional development. Legal advice sought where necessary from NALC, SLCC or solicitor, as appropriate. Ongoing programme of member training.
	Proper and timely reporting via the minutes	L	Chairs of Council and committees receive minutes usually within a day of the meeting, then circulated to councillors. Approved minutes made available on website, and noted by Full Council.
	Proper document control	L	Leases, legal documents, and personnel files in Clerk's office in lockable fireproof safe. Other data obtained and held in compliance with GDPR. Registered as data controller with ICO. <i>See above. Clerk to action work arising from GDPR audit.</i>
Councillor propriety	Registers of interests and gifts and hospitality in place	L	Register of interests completed and held in office and by Monitoring Officer. Also published on SBDC website. Standing Orders and Financial Regulations provided at each Council and Committee meeting. Advice sought as and when necessary from SLCC, NALC or Monitoring Officer.
	Libel and Slander	M	Code of Conduct included with Standing Orders, and signed as part of declaration of acceptance of office. Insurance up to £250,000.
Stock Control	Loss of stock through burglary	M	Intruder and fire alarms in place. CCTV installed. Insurance cover in place.
	Loss of stock through dishonesty	M	Insurance cover in place and CCTV installed. Low levels of stock kept. New till system allows greater monitoring and control of stock quantities. <i>Consider annual professional stock take.</i>
	Loss of stock through failure of power or appliances	H	Insurance cover. Deterioration of Stock in cold room (£1,250), upright freezer (£1,000) and chest freezer (£700).