

**BURNHAM PARISH COUNCIL
RISK MANAGEMENT 2023/24**

Area	Risk	Level	Control (<i>and actions</i>)
Assets	Protection of physical assets	M	Buildings insured. Revalued all properties rebuild costs, including demolition and professional fees during 2019 and updated insurance. <i>To carry out five-yearly revaluations (next in 2024).</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, heating/cooling systems, sanitaryware, cleaning of public conveniences, street lights, IT equipment. Sinking funds in place for HVAC, Pavilion and Grounds Vehicles. Playgrounds all undergone recent renovation, weekly checks by groundsmen, and annual RoSPA inspections.
	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. 10 councillors are authorised signatories, a rota is in place with reserves that step in when original signatory unavailable. Bank mandate up to date with all former staff and councillors removed.
	Loss of income through business interruption or loss of data	H	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. BPH till reconciliation undertaken every day. Pitch Side Café cashless. All differences recorded. Fidelity cover insurance up to £1m. Bank reconciliations and regular checks carried out by Finance Manager and General Manager, and figures regularly reported to the Council and Policy & Resources Committee. Insurance cover for cash on site and in transit increased to £15k to cover larger events.
	Financial controls and records	M	Two signatories required for all online banking payments. Annual internal and external audit. Monthly reconciliations prepared by Finance Manager and reported to Policy and Resources Committee and Full Council. Limited petty cash float reconciled on a monthly basis. Debit card replaced with credit card with £6k limit. Financial Regulations in place and reviewed annually.
	Comply with VAT Regulations	M	Use help line when necessary. VAT payments and claims calculated by Finance Manager and submitted quarterly. 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. Ongoing tree survey carried out and work programme in place. 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. First aid training undertaken by BPH staff and grounds staff, fire training undertaken by all staff.
Employer Liability	Comply with employment law	L	HR consultancy retained by the Council - Peninsula Membership of various national and regional bodies including SLCC and NALC/BMKALC and Local Council Advisory Service run by insurer. Employee Handbook in place. Legal advice sought when required, and auto-enrolment requirements carried out.

	Comply with HMRC requirements	M	Payroll outsourced to Iris, monthly checks carried out by Clerk and Finance Manager. Internal and external auditor carry out annual checks.
	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. Fire safety checks carried out in 2020 at Burnham Park Hall and the Pavilion. Next fire safety check in 2024.
Legal Liability	Ensuring activities are within legal powers	L	Clerk holds CiLCA qualification, and undertaking Community Governance Level 4. 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 2 days of the meeting, then circulated to councillors. Draft and then 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.
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 Buckinghamshire Council website. Register of interests is in process of being reviewed and updated. 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 reviewed annually, and sent to new Councillors. Insurance up to £250,000. Council signed Civility & Respect pledge in 2022.
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. Till system allows greater monitoring and control of stock quantities.
	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).

Other	Loss of income as a result of local or global event.	H	Business as usual where possible. Safety of paramount importance and government guidance is followed. Emergency measures plan drafted and communicated to staff.
	Closure of BPH/Pavilion as a result of local or global event.	H	Follow government guidance with regards to closure and reopening.

Updated May 2023