



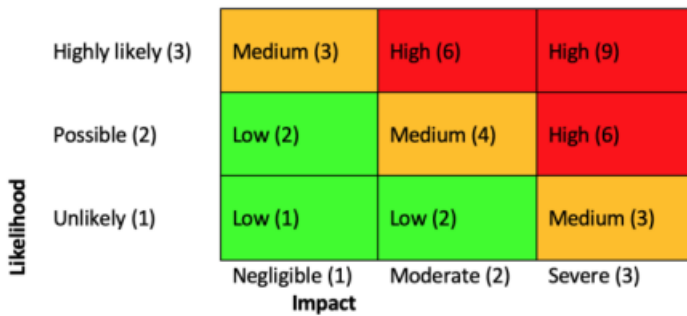
# Risk Management Scheme – Broadbridge Heath Parish Council

Adopted by Full Council 8<sup>th</sup> April 2024

To be reviewed annually

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the employer to identify potential risks. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise potential risks were identified, and an evaluation of the management and control of the risk was assessed.



## 1. Internal risks

Topic	Risk	Residual Risk (H/M/L)	Management/control of risk
Financial Management	Financial irregularities	L(1)	<p>A monthly list of payments is circulated for digital authorisation by 2 signatories. The list is reviewed, and invoices also cross referenced to the list and authorised by 2 Councillors (as per the bank mandate). The payments list is presented at the following Parish Council Meeting for ratification by all councillors. The minutes record the total of the payments authorised at each Parish Council meeting, together with a list of payments made, excluding salaries (details of which are available upon request).</p> <p>The signatories are currently being updated and are reviewed as required.</p>
Budget and control	Insufficient funds	L(1)	<p>The budget is drafted by the Clerk and presented to Finance &amp; Establishment Committee and then the full Parish Council and progress is monitored by the same. The Precept is set against a full financial review annually.</p>

			The Parish Council uses the RBS Alpha financial system which enables monthly reporting on spends against budget.
Cash	Financial irregularities	L(1)	The Clerk does not currently receive cash for the Parish Council.
Fidelity Guarantee	Fraud	L(1)	The Parish Council feels that their controls are strong enough to prevent fraudulent activity. The Parish Council has fidelity insurance cover of £250k to cover all cash assets that could be in back accounts at one time.
Salaries	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L(1)	Payroll services are outsourced to accountancy firm, Mulberry & Co. to ensure correct rates of pay and deductions.
Personal accident		L(2)	There is adequate Personal Accident Cover provided by Hiscox insurance.
Employees	Loss of key personnel  Fraud by staff Health & Safety  Training	L(2)	<p>The Parish Council employs a Deputy Clerk that could stand in for the Clerk if required.</p> <p>Control measures and fidelity insurance in place. Display Screen Equipment Risk Assessment completed for all employees. Safety PAT testing carried out in line with requirements for all electrical appliances.</p> <p>The Clerk is Cilca qualified and has completed a New Clerk's Training Course and is a member of the Society of Local Council Clerks (SLCC). The council subscribes to SSALC/NALC/SLCC for advice.</p> <p>The Clerk subscribes to Local Councils Update, The Clerk and SSALC/NALC Direct Information Service.</p> <p>The Clerk has completed the SSALC year-end finance training. The Deputy Clerk has completed the Ilca and Cilca training courses.</p> <p>The Council is currently reviewing its training and development plan.</p>
Insurance	Inadequate insurance	L(2)	The Clerk and the Finance & Establishment committee review the insurance cover annually

			alongside a review of the Council's Fixed Asset Register. Following a review in October 2021, the insurers were changed to Hiscox. Play Equipment (Property Damage) is not insured, with the exception of The Ducky play park (installed 2018) and the Monster Play Park at the Village Centre (installed 2023).
Data protection	Policy provision	L(2)	The Council is registered with the Information Commissioners Office (ICO).  GDPR Training was initially delivered to Councillors and staff and policies introduced. The policies are reviewed regularly, and further training is currently being arranged.
Financial controls	Financial irregularities	L(1)	The Financial Regulations are fully reviewed annually and adopted by the full Parish Council; the financial Regulations were reviewed to incorporate online banking and payments in December 2017. An updated model financial regulations document is expected prior to the May Parish Council meeting 2024.  The accounts are subject to annual internal audit and if required an interim audit is requested by the Clerk. The internal auditor engagement and scope of work is agreed annually.

## 2. External Risks

Topic	Risk	Residual Risk (H/M/L)	Management/control of risk
Play Equipment	Loss or Damage Liabilities to third parties	M(4)	See APPENDIX 1
Allotments	Loss or Damage Liabilities to third parties	M(1)	See APPENDIX 2
Top Common	Loss or Damage Liabilities to third parties	M(1)	See APPENDIX 3
Ponds and Watercourses	Loss or Damage Liabilities to third parties	M(2)	See APPENDIX 4
Assets	Loss or Damage Risk/damage to third parties/property	L(2)	See APPENDIX 5.
Parish Office and Community Space	Adequacy Health & Safety	L(1) M(3)	The Parish Office is the main place of work for employees. Parish Council Meetings are usually held at the Parish Office. The space is also used for community initiatives. The premises and the

			facilities are considered to be adequate for the Councillors, Staff and Public who attend from Health and Safety and comfort aspects. See APPENDIX 6
Buildings	Insurance insufficient	L(1)	The Parish Council has two buildings, The Parish Office and The Cricket Pavilion. The Cricket Pavilion is covered by the Parish Council's Insurance for Property Damage up to £207,675, and the Parish Office is covered by the Parish Council's Insurance for Property damage up to £550,000; this is felt to be sufficient.
Data	Loss of equipment Loss of data	M(4)	The computer, printer and office equipment are covered by the Parish Council's insurance cover. The property is always locked when unattended. The computer has up to date anti-virus, anti-spyware and firewall, software with automatic updates and there is a secure server for incoming and outgoing mails, this is updated automatically by our Web-Provider, Netcom IT. All data is backed up via the services of Netcom IT.
War Memorial and Flagpole	Risk/damage/injury to third parties	L(2)	The Parish Council insures the War Memorial and there is a maintenance contract in place to ensure that this area is kept clean and safe. Officers check weekly.
Hanging Baskets	Risk/damage/injury to third parties	L(1)	Where hanging baskets are agreed, all necessary permissions and licences are sought and a firm selected to safely fix the brackets to the posts. Insurance cover in place for public liability.
Trees on Parish Council land	Risk/damage/injury to third parties	M(4)	In Spring 2022, a full Health & Safety assessment of all trees on PC land was undertaken and the work was carried out in January 2023. Per the recommendation within the latest report, trees should be surveyed every 3 years with the exception of the identified Ash trees which should be surveyed annually for signs of die back. The next full assessment is due in April 2025. The survey of the 9 identified Ash trees was completed in January 2024