

SOMERFORD PARISH COUNCIL

RISK ASSESSMENT

Adopted 21 March 2022

Table 1 Area where there may be scope to use insurance to help manage risk	
Risk Identification Insurance cover for risk is the most common approach to certain types of inherent risks: The protection of physical assets owned by the council – buildings, furniture, equipment, etc. (loss or damage) The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability) The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (fidelity guarantee) Legal liability as a consequence of asset ownership (public liability)	Council's response Insurance is in place with Zurich. The recently added acquisition of Rhead's Meadows has been added including recently fixed assets of benches. A tree survey has been completed by Eden Arboriculturists. The transfer of Blackfirs Nature Reserve is complete. Covered, £12,000,000 Covered, £250,000 Covered, £12,000,000
Internal controls A council's internal controls may include: An up-to-date register of assets and investments Regular maintenance arrangements for physical assets Annual review of risk and adequacy of cover Ensuring the robustness of insurance providers	Council's response Yes Yes Checked with Insurers, Zurich for 21/22. Adequate
Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of management arrangements regarding insurance cover Testing of specific internal controls and reporting findings to management	Council's response Yes - Internal Auditor Mr G Roberts Yes Yes - Cllr P Crompton checks the audit controls
Table 2 Areas where there may be scope to work with others to help manage risk	
Risk Identification The limited nature of internal resources in most local councils means that councils wishing to provide services often buy them in from specialist	Yes

external bodies, e.g., Maintenance for vulnerable buildings, amenities, or equipment.	
The provision of services being carried out under agency/partnership agreements with principal authorities	Yes – Congleton Town Council for dog bin emptying. Shared provision of verge maintenance.
Banking arrangements, including borrowing or lending	No borrowing or lending. Nat West provide banking arrangements
Ad hoc provision of amenities/facilities for events to local community groups Markets management Vehicle or equipment lease or hire Trading units (leisure centres, playing fields, burial grounds, etc.) Professional services (planning, architects, accountancy, design etc.)	Bowcock and Pursaill provided legal advice for RSPB land transfer in 2021/2022
Internal controls A council's internal controls may include: Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment Regular reporting on performance by suppliers, providers, contractors Annual review of contracts Clear statements of management responsibility for each service Regular scrutiny of performance against targets Adoption of and adherence to codes of practice for procurement and investment Arrangements to detect and deter fraud and/or corruption Regular bank reconciliations, independently reviewed	Financial Regulations, Standing Orders and Code of Conduct reviewed annually. Yes All contractors were awarded as the job delivered not an annual renewal. All contracts authorised by full Council or Clerk and Chairman under delegated authority Service delivery is reviewed by Clerk and full Council. Yes Yes Cllr P Crompton makes regular checks.
Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied Review and testing of arrangements to prevent and detect fraud and corruption Review of adequacy of insurance cover provided by suppliers Testing of specific internal controls and reporting findings to management	Council's response Yes Yes Yes Yes Yes

Table 3 Areas where there may be a need to self-manage	
Risk identification There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable. Keeping proper financial records in accordance with statutory requirements` Ensuring all business activities are within legal powers applicable to local councils. Complying with restrictions on borrowing Ensuring that all requirements are met under employment law and Inland Revenue regulations Ensuring all requirements are met under Customs and Excise regulations (especially VAT) Ensuring the adequacy of the annual precept within sound budgeting arrangements Monitoring of performance against agreed standards under partnership agreements Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137 Proper, timely and accurate reporting of council business in the minutes Responding to electors wishing to exercise their rights of inspection Meeting the laid down timetables when responding to consultation invitation Meeting the requirements for Local Award for Councils Proper document control Register of members' interests and gifts and hospitality in place, complete, accurate and up to date	JDH Services to be approached to carry out a GDPR audit in 2022/2023 based on updated guidelines. Yes Yes N/A Yes – Contract of Employment in place and TCS Management provide payroll services. Yes Yes Yes Yes Yes Yes SPC have been re-accredited with Local Council Award – Quality Gold in 2021/22 Yes Yes.
Table 4 Areas where there may be a need to self-manage risk	
Internal controls A council's internal controls may include: Regular scrutiny of financial records and proper arrangements for the approval of expenditure Recording in the minutes the precise powers under which expenditure is being approved Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation. Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.	Council's response Yes Yes Yes. Employment contract agreed and signed and performance management in place. VAT claim to be submitted to HMRC in March.

Regular budget monitoring statements	Yes and on the website
Developing systems of performance measurement	Yes
Procedures for dealing with and monitoring grants or loans made or received	FCC Communities grant under assessment
Minutes properly numbered and paginated with master copy kept in safekeeping	Yes
Documented procedures to deal with enquiries from the public	Yes
Documented procedures to deal with responses to consultation requests	FOI Policy and Complaints Policy in place
Monitoring arrangements by the council regarding Quality Council status	Quality Gold status renewed.
Documented procedures for document receipt, circulation, response, handling and filing	GDPR compliance to be reviewed
Procedures in place for recording and monitoring members' interests and gifts and hospitality received	Yes
Adoption of codes of conduct for members and employees	Yes, awaiting revised NALC/ChALC guidance
Internal audit assurance	Council's response
Internal audit testing may include:	Yes
Review of internal controls in place and their documentation	Yes
Review of minutes to ensure legal powers in place, recorded and correctly applied.	All expenditure duly authorised Bank reconciliation performed monthly
Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions.	N/A on cash handling.
Review and testing of arrangements to prevent and detect fraud and corruption.	Yes
Testing of disclosures	Yes
Testing of specific internal controls and reporting findings to management	Yes
Table 5	
Partnership	
Ensure that proper safeguards exist when the Council works in partnership with another body	Yes

NOTE: separate Covid risk assessments and controls in place

Approved by Council on

Geoff Bell

Chairman of Somerford Parish Council

Date 21/03/22

Carlton Evans

Clerk of Somerford Parish Council

Date 21/03/22