SOMERFORD PARISH COUNCIL

RISK ASSESSMENT

Adopted; 19th April 2021

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)	**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 is still under consideration for Blackfir's Woodland.
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 bench on Chelford Road/ A54 junction needs the slats replacing. A general maintenance job is to place the slabs under the bench.
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)	The biggest risk has been contractors on the Rhead's Meadow site.
Legal liability as a consequence of asset ownership (public liability)	Covered
Internal controls A council's internal controls may include:	**Council's response**
An up-to-date register of assets and investments	Yes
Regular maintenance arrangements for physical assets	Yes
Annual review of risk and adequacy of cover	Checked with Zurich.
Ensuring the robustness of insurance providers	Adequate
Internal audit assurance Internal audit testing may include:	**Council's response**
Review of internal controls in place and their documentation	Internal Auditor – G Roberts
Review of management arrangements regarding insurance cover	Yes
Testing of specific internal controls and reporting findings to management	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 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 Banking arrangements, including borrowing or lending 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.)	The main contractor who has been utilised was Equators for planting and J Ashbrook's Ltd for hard landscaping. All insurance with both was in place. Bowcock & Pursaill are in place to assist with the transfer of the Blackfirs Wood. Mr N Dale has resigned as grass cutter and the PC have just instructed J Harding's Ltd have been instructed to cut the verges including the additional of Rhead's Meadow. No borrowing but several grants have been obtained for the completion of Rhead's Meadows in 2020/21 and grant applications completed. Equipment lease from J Ashbrook's Ltd Planting from Equator. Professional Services – solicitors (Bowcock and Pursaill), Cheshire Wildlife Trust, Eden Arboriculturists (tree survey), RSPB initially.
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 in place. Three companies submitted quotes to plant the RSPB site and Equator were instructed together with CWT as this was from CE S106 monies. Volunteers e.g., Sibelco and Cllrs. All contractors were awarded as the job delivered not an annual renewal. Task Group still in place as opposed to a committee structure. Every delivery of service was checked by the Clerk Chairman and the Parish Council. Yes Yes Cllr P Crompton makes regular checks.
Internal audit assurance Internal audit testing may include:	**Council's response**

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	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 have been re instructed to carry out a GDPR audit in again in 2020/21. Yes Yes NA Yes – Cranage action payment of salary with TCS management instructed. Yes Yes Yes Only one donation in 2020/21.Clerk qualifies so General Power of Competence valid Yes Yes SPC have reapplied for Local Council Award – Gold in 2021 Result in April. All in order.
Table 4 **Areas where there may be a need to self-manage risk**	
Internal controls	**Council's response**

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. Regular budget monitoring statements Developing systems of performance measurement Procedures for dealing with and monitoring grants or loans made or received Minutes properly numbered and paginated with master copy kept in safekeeping Documented procedures to deal with enquiries from the public Documented procedures to deal with responses to consultation requests Monitoring arrangements by the council regarding Quality Council status Documented procedures for document receipt, circulation, response, handling and filing Procedures in place for recording and monitoring members' interests and gifts and hospitality received Adoption of codes of conduct for members and employees	 Yes Yes Yes It is noted a job evaluation has been completed in Feb 2021. VAT claim was submitted to HMRC in Feb but no monies received to date. Yes and on the website Yes FCC Communities received in two tranches. Yes Yes FOI Policy and Complaints Policy in place Gold award resubmission. GDPR compliance Yes Yes
Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers in place, recorded and correctly applied. Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions. Review and testing of arrangements to prevent and detect fraud and corruption. Testing of disclosures Testing of specific internal controls and reporting findings to management	**Council's response** Yes and Mr G Roberts has bene instructed. Yes Cllrs are encouraged to check, and Cllr PC does a check after each meeting. NA on cash . Yes
Table 5Y **Partnership**	
Ensure that proper safeguards exist when the Council works in partnership with another body	Yes

Approved by Council on

Geoff Bell

Chairman of Somerford Parish Council

Date 19/04/21

Julie Mason

Clerk of Somerford Parish Council Date 19/04/21