

## Silchester Parish Council - Risk Management – 2018

RISK	DOES IT APPLY TO SPC?	HOW IT IS DEALT WITH ?	ANY ACTION NEEDED
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**TABLE 1 - AREAS WHERE THERE MAY BE SCOPE TO USE INSURANCE TO HELP MANAGE RISK**

### RISK IDENTIFICATION

Protection of physical assets owned by the Council, buildings furniture, equipment etc	Yes	Insured with Ecclesiastical on a replacement basis	No
Risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public	Yes	£10m public liability cover	No - covered
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	Yes	All assets insured Contracts checked by solicitors	
Loss of cash through theft or dishonesty	Yes	Fidelity guarantee of £150,000 included in insurance cover	
Legal liability as a consequence of asset ownership	Yes	£10m public liability cover	

### INTERNAL CONTROLS

An up to date register of assets and investments	Yes	Included in year end accounts and reviewed by Internal Auditor	
Regular maintenance arrangements for physical assets	Yes	Annual service and maintenance arrangements in place	
Annual review of risk and adequacy of cover	Yes	Check carried out with Ecclesiastical on annual basis	

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Ensuring robustness of insurance providers	Yes	Ecclesiastical is a major specialist in insurer and offers insurance for local councils via HALC. Other alternatives are investigated every 3 years.
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### INTERNAL AUDIT ASSURANCE

Review of internal controls in place and their documentation	Yes	Contracts checked by solicitors & Eleanor S Greene, internal auditor
Review of management arrangements regarding insurance cover	Yes	as above
Testing of specific internal controls and reporting findings to management	Yes	as above

### TABLE 2 - AREAS WHERE THERE MAY BE SCOPE TO WORK WITH OTHERS TO HELP MANAGE RISK

#### RISK IDENTIFICATION

Security for vulnerable buildings, amenities or equipment	Yes	Regularly reviewed by clerk and councillors
Maintenance for vulnerable buildings, amenities or equipment	Yes	Outside contractors used as required
Provision of services being carried out under agency/partnership or community group use	Yes	Silchester Common, Community Speedwatch
Banking arrangements including borrowing or lending	Yes	With Unity Trust Bank, Deposit with BDBC
Ad hoc provision of amenities/facilities for events to local community groups	Yes	Silchester Pavillion committee

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Markets Management	N/A	
Vehicle or equipment lease or hire	Yes	Speed Limit Reminder signs hired from and maintained by BDBC
Trading units (playing fields burial grounds etc)	Yes	Maintained by qualified Groundstaff
Professional services	Yes	Appropriately qualified professional services used when necessary

### INTERNAL CONTROLS

Standing Orders and financial regulations dealing with the award of contracts for services and purchase of capital equipment	Yes	NALC model Standing Orders & Financial Regulations adapted and adopted	Finance regs and Standing orders to be review 2017/18
Regular reporting on performance by suppliers/providers/contractors	Yes	Reports would be made if performance lacking	
Annual review of contracts	Yes	Negligible risk	
Clear statements of management responsibility for each service	Yes	Schedule of annual work, daily inspections of building equipment and areas managed by SPC	
Regular scrutiny of performance against targets	Yes	Budgets are monitored quarterly	
Adoption of and adherence to codes of practice for procurement and investment	Yes	In adopted Financial Regulations and Local Authority used for high interest investment	
Arrangements to detect and deter fraud and/or corruption	Yes	Two Councillors to sign cheques, wage faxes etc  Two councillors required to authorise ALL online direct payments with a printed copy of schedule to check against	

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		All Councillors receive copy of income & expenditure & bank rec on a monthly basis
		Expenditure approved at Council meetings
		I.A. checks all systems annually
Regular bank reconciliation, independently reviewed	Yes	Chairman checks bank statement balance against balance on reconciliation and all Councillors receive monthly reconciliation including income & expenditure reviewed at end of year by IA.

### INTERNAL AUDIT ASSURANCE

Review of internal controls in place and their documentation	Yes	Clean audit report 16/17, IA list dealt with in a timely manner
Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied	Yes	Done by IA and reported to Clerk and Council
Review and testing of arrangements to prevent and detect fraud and corruption	Yes	as above
Review of adequacy of insurance cover provided by suppliers	Yes	as above
Testing of specific internal controls and reporting findings to management	Yes	as above

### TABLE 3 - AREAS WHERE THERE MAY BE A NEED TO SELF-MANAGE RISK

#### RISK IDENTIFICATION

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To ensure risk assessments are carried out prior to any task, which may involve an element of risk being undertaken by an employee	Yes	Clerk
Keeping proper financial records in accordance with statutory requirements	Yes	Proper financial records kept, confirmed by Internal Auditor
Ensuring all business activities are within legal powers applicable to local councils	Yes	Clerk attends ongoing training re new legislation IA reviews all systems annually
Complying with restrictions on borrowing	N/A	
Ensuring that all requirements are met under employment law, Health & Safety legislation and Inland Revenue regulations	Yes	All current requirements met : IA checks IR returns
Ensuring all requirements are met under Customs & Excise regulations (especially VAT)	Yes	All current requirements met
Ensuring the adequacy of the annual precept with sound budgeting arrangements	Yes	Forward & annual budget planning, quarterly budget reports and precept in line with requirements
Monitoring of performance against agreed standards under partnership agreements	N/A	
Ensuring the proper use of funds granted to local community bodies under specific powers or under S137	Yes	All such expenditure minuted
Proper, timely and accurate reporting of Council business in the minutes	Yes	Decisions and reasoning behind decisions minuted, minutes approved at next meeting
Responding to electors wishing to exercise their rights	Yes	Publication Scheme adopted, Parish

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of inspection		Office open weekday afternoons	
Meeting the laid down timetables when responding to consultation invitation	Yes	Members informed of response dates	
Meeting the requirements for Quality parish status or other accreditation		Accredited October 2007 – since lapsed	No plans to re-qualify at present
Proper document control	Yes	Incoming correspondence dealt with either by clerk or through Council meeting and filed. Log no longer kept under request of Cllrs.	
Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date	Yes	Council policy to remind Councillors annually of their obligations, alterations made on receipt and copied to Monitoring Officer	

### INTERNAL CONTROLS

Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	Expenditure approved monthly at Council meetings & minuted  Appropriate accounts software used and control totals regularly checked and IA review	
Recording in the minutes the precise powers under which expenditure is being approved	Yes		
Regular returns to Inland Revenue; contracts of employment for all staff, annually reviewed by Council, systems of updating records for any changes in relevant legislation	Yes	Monthly returns to IR, all staff have contracts, annual review of salaries/wages, updates carried out as necessary. Payroll contracted out to DCK Beavers	
Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as	Yes	Quarterly VAT returns made	

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necessary

Regular budget monitoring statements	Yes	Budgets review every 6 months	To be reviewed quarterly going forward.
Developing systems of performance measurement			
Procedures for dealing with and monitoring grants or loans made or received	Yes	All grant income is minuted, all grants made are under s.137 or the appropriate authority. Grant application form put in place Autumn 2014.	
Minutes properly numbered and paginated with master copy kept in safekeeping	Yes	Signed, paginated ledger minutes kept and archived when binder full	
Documented procedures to deal with enquiries from the public	Yes		
Documented procedures to deal with responses to consultation requests	Yes	Council policy to respond to consultations	
Monitoring arrangements regarding Quality Council status		The Parish Council was accredited with Quality Status in October 2007, but has since lapsed. Council decided not to renew	
Documented procedures for document receipt, circulation, response, handling and filing	Yes	Contained in policy document	
Procedures in place for recording Members' interests and Gifts and Hospitality received	Yes	All Councillors have copy of Code of Conduct and written disclosures are entered on receipt	
Adoption of Codes of Conduct for members and employees	Yes	Basingstoke & Deane Borough Council Code of Conduct adopted September 2012.  Clerk reminds members to declare any interests and keeps a log of the	

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registered interests

### INTERNAL AUDIT ASSURANCE

Review of internal controls in place and their documentation	IA full review of systems and clean IA reports	
Review of minutes to ensure legal powers in place, recorded and correctly applied	as above	
Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc including petty cash transactions	as above	
Review and testing of arrangements to prevent and detect fraud and corruption	as above	
Testing of disclosures	as above	
Testing of specific internal controls and reporting findings to management	as above	
Creation & maintenance of a fixed assets register	Done annually and reviewed by IA	Clerk

Signed: .....  
(Chairman, Silchester Parish Council)

Date: .....

Signed: .....  
(Responsible Financial Officer)

Date: .....