BROCKWORTH PARISH COUNCIL

RISK MANAGEMENT POLICY

Reviewed: May 2025

INTRODUCTION

This document identifies and summarises the risk areas for which the Parish Council is responsible, gives details of the insurance cover and discusses reasons for whether or not action has been taken.

INSURANCE

The Policy covers:

- Public Liability
- Employer's Liability
- Money
- Fidelity Guarantee
- Brockworth Community Centre building and contents
- Play areas, burial ground, allotments etc.
- Equipment Breakdown
- Business Interruption
- Personal Accident – covers councillors, employees and volunteers up to Age of 90
- Legal expenses

HEALTH AND SAFETY

Council has in place a Health & Safety Policy to meet its legal obligations as an employer and for the protection of the public using our services and facilities. This is supported by individual risk assessments for facilities, equipment and assets.
These documents are reviewed on an annual basis.

COMMUNITY CENTRE

The Community Centre is insured to a value of £2,121,620.00. The Clerk and Building Manager conduct annual Risk Assessments on the building and are stored separate from this document.

PLAYGROUND EQUIPMENT

Insurance figures under this heading are reviewed annually by the clerk and included in the asset register. In addition to the cover provided, all equipment is subject to:

- A fortnightly visual inspection by a competent person who completes a return identifying any problem areas. Any urgent matters affecting health and safety are dealt with immediately and brought to the attention of the next Green Spaces and Environment Committee or full council meeting.
- An annual inspection by a qualified contractor (currently the Play Inspection Company).

BUS SHELTERS

The parish council owns 9 bus shelters in the parish, and they are cleaned and inspected quarterly and any matters requiring attention are brought to the next Planning & Highways Committee or full council meeting.

WAR MEMORIAL
The condition of the memorial is regularly monitored by the stonemason that installed the memorial (CP Ransome).

OFFICE STAFF & CONTRACTORS
The Clerk conducts annual risk assessments relating to the work of employees, volunteers and contractors. These are stored separately from this document.

COMPUTER FILES
The parish council has 5 desktop computers and 4 laptop computers. Each is protected with anti-virus software. All council's documents and files are stored on Microsoft 365 in the cloud and backed up further with SaaS protection through Edge IT Systems.

MONEY
Money is a mandatory item on the insurance schedule. The parish council operates a petty cash system up to a maximum of £500. Cash is held on site in the form of payments for room hire, dog bag money and photocopying money. Money is banked weekly and kept in a locked safe until it can be banked.

All bank payments/cheques have to be signed/authorised by two members of the Parish Council as per the Local Government Act 1972, Section 150 (5). The members signing must be recognised by the Council's bank as registered signatories. The signatories are also vigilant as to the payee on each payment to detect and prevent any possible fraud. Councillors authorising payments are provided with the original invoices and approved payments list so that any discrepancies are identified and should sign each as proof that checks have been made. The Clerk is NOT a signatory for any of Council's bank accounts.

PAYROLL
The monthly payroll has been outsourced to PATA (UK). The Clerk processes the timesheets and advises PATA (UK) of the hours to be paid after the timesheets have been signed by the Chairperson. Employees are paid via BACS on the last working day of each calendar month. There is a recognised risk in the Clerk processing his/her own monthly pay and to mitigate that risk one councillor, nominated by the parish council, conducts quarterly checks of the accounts to ensure that no fraudulent activities are taking place.

FINANCIAL INTERNAL CONTROL PROCEDURES
Based on the Financial Regulations Brockworth Parish Council has in place the following

Monthly:

- The Clerk shall submit all spending for the month on a schedule to be approved by council.
- The Clerk shall provide a monthly bank reconciliation.

- All cheques and counterfoils for payments are to be signed by two councillors and all bank payments to be approved by two councillors. The Clerk is not a signatory.
- The Clerk shall present monthly balances of all accounts to the Council.

Quarterly:

- The Clerk shall present to the Council/Committee an update of expenditure and how it relates to the budget.
- A Councillor will check the accounts to ensure all procedures are being followed.
- A Councillor will check the payroll to ensure it is being processed in the proper manner.
- The Clerk shall complete a VAT return.

Yearly:

- In Autumn, the Clerk shall present a budget forecast and ask for expenditure on projects for the coming year.
- In December or January, the precept will be set.
- In January/February the Clerk will prepare the accounts for examination by an internal auditor who is independent of the council. The purpose of the internal audit is to review whether the system of financial controls is effective.
- In April/May all relevant paperwork and administration will be completed, in accordance with the external auditor’s requirements.
- The councillors will approve the annual accounts, AGAR and external auditors report and sign all relevant paperwork at the council meeting when it is considered which will be minuted.
- Council to appoint competent and qualified internal auditor (Autumn)

BUSINESS CONTINUITY PLAN

Council should consider drafting a comprehensive business continuity plan to cover all aspects of its work and responsibilities.

This section covers the process to follow should the Parish Clerk be:

▪ Absent from monthly full council meeting
▪ Unavailable long-term

1. **Clerk failing to attend council meeting.**

Wherever possible, the Clerk will have arranged for cover from another member of staff and circulated the meeting papers prior to the meeting. The clerk will inform the Chairperson/Vice-Chairman of absence as soon as possible. If the clerk/member of staff has failed to arrive within 10 minutes of meeting start time and no contact has been made, the meeting should continue, and one of the councillors will note the minutes of the meeting.

After the meeting, the council will forward the minutes to the clerk/member of staff for completion and distribution or invoke Procedure (2) below.

2. Clerk unavailable long-term

In the event the Clerk is unavailable longer-term (more than 2 weeks), the Chairperson/Vice-Chairman will contact Gloucestershire Association of Parish and Town Councils (GAPTC) to engage the services of a locum clerk.

Email: advice@gaptc.org.uk
Telephone:01452 883388.