Flax Bourton Parish Council Risk Assessment
April 2025

INSURANCE

Risk Description	Measures Taken	Recommendations/Controls
Damage to third party property or individuals Risk to third party as a consequence of providing a service	Public Liability Insurance & Property Owner's Insurance Ongoing maintenance to seats, bins and fencing etc., Agreed delegated expenditure to Clerk (RFO) to commission emergency equipment repairs Three yearly tree surveys Annual review of safety equipment relating to Village Orderly's duties	Annual check on level of cover in place Clerk (RFO) Logged system of complaints received and action taken Play equipment and defibrillators checked on a regular basis and faults reported to Clerk (RFO) and suppliers Annual RoSPA inspection of Play Equipment Three yearly tree surveys Annual review of safety equipment relating to Village Orderly's duties
Protection of Council properties furniture and equipment	Property Damage Insurance All Risks Insurance Up to date Asset Register Regular Maintenance of equipment / Annual PAT Testing of electrical small appliance	Annual check on insurance values Clerk (RFO) Asset Register (Year-end) Use of professional technician, use of reputable insurance provider, and testing carried out annually by qualified technician Weekly playground inspections by Councillors/Clerk.
Insolvency of insurance company	Use of one of the largest companies providing specialist cover for Local Councils	Free legal service and advice from National Association of Local Councils and Avon Local Councils Association
Loss through theft or dishonesty	Fidelity guarantee in contracts of employment	Thorough vetting process of job applicants, references taken up and annual staff reviews

Risk Description	Measures Taken	Recommendations/Controls
Personal Accident to Members and Officers Assault to Officers	Personal Accident cover Including Assault cover Employer's Liability cover Libel Slander cover	Annual check on level of cover in place Clerk (RFO) Clerk and Village Orderly – phones to be carried Diagram & instructions given re safety procedures re use of supplied equipment

AREAS OF SELF MANAGED RISK

Risk Description	Measures Taken	Recommendations/Controls
Damage to and safety of seats, bins and fencing etc.,	Village Orderly to report any concerns to Clerk.	Councillors requested to keep a check on PC owned equipment and to report any problems to Clerk (RFO). Reports from members of the public
Unwanted visitors entering building during meetings. Disturbance by member of public in a Council meeting		Procedures in place to deal with this in the Council's Standing Orders. Sounder on burglar alarm active.
Security of officers working alone in buildings Security of officers locking up building after meetings	Inform other occupants of building Officers to be accompanied when leaving the building and locking up after meetings	Chair to ensure that officers are not left alone to exit building after meetings.
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received	Internal audit check Registers of Interest kept by the Clerk and uploaded to the Council website Ensure all Councillors are aware of Code, and need to complete Registers. **NB – This is the responsibility of individual Councillors.**

Risk Description	Measures Taken	Recommendations/Controls
	Disclosure of interests to appear as an item on the agenda as a prompt to members (at every meeting).	
Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and approval of pending expenditure Records kept in accordance with Accounts and Audit Regulations	Financial regulations adopted and reviewed annually Membership of Internal Audit Panel Annual External Audit Officer training
Ensuring all requirements met under employment law and Inland Revenue regulations Fair pay for staff Unfair dismissal claims	Regular returns to Inland Revenue; contracts of employment for all staff, systems of updating records for any changes in relevant legislation Salaries set in accordance with NALC / SLCC recommended scales Grievance and Appeals procedure	Councillors made aware of their responsibility as Employers Annual Staff Appraisals are undertaken, recorded and agreed Ensure that any training opportunities on Audit, tax, VAT are taken up Grievance and Appeals procedure in place
Failure of Computer system • Hardware • Software	Virus protection Clerk (RFO) authorised for emergency replacement	Regular updates of virus protection Regular computer backups are made on external hard drive and online. Provision reviewed annually by Clerk (RFO) and insured
Banking Arrangements	Regular bank reconciliations All payments in line with Financial Regulations	Regular monitoring reports to Council. Annual Internal and External Audit
Loss of Income, or the need to provide essential services	Reserve in the budget	Level agreed as part of annual budget process

Risk Description	Measures Taken	Recommendations/Controls
Ensuring all requirements are met under Customs and Excise regulations (VAT)	Regular returns to HMRC	Take up training opportunities in VAT and other taxation issues as available Reading literature to keep up to date
Ensuring adequacy of annual precept and control	Approval of budget by full Council and regular budget monitoring statements	Regular budget monitoring

Risk Description	Measures Taken	Recommendations/Controls
Ensuring all business activities are within legal powers applicable to local council	Councillor and staff training	Provide adequate training budget Internal audit / External audit
Complying with restrictions on borrowing	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) Guidance from National Association of Local Councils and ALCA
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Identification of items paid under Section 137 and reported in the minutes and as a separate column in the Annual Accounts	NALC annual notification of permitted level of expenditure Annual Internal Audit / External Audit
Meeting timetables as laid down when responding to consultation invitations, including commenting on planning applications	Consultation documents presented to next appropriate Committee/Council meeting to formulate response	Minutes show decisions and resolutions
Breach of Confidentiality	Procedures for dealing with confidential data Passwords on computer systems	PC registered under Data Protection Act Appropriate Standing Order Item on each agenda considered for taking in private session with resolution to exclude the public
Proper, timely and accurate reporting of Council business in minutes	Minutes properly numbered with a master copy kept in safekeeping Draft Minutes published on website Minutes circulated and published on website	Minutes approved and signed at next meeting of Council Internal Audit check Computer backup

Risk Description	Measures Taken	Recommendations/Controls
Failure to respond to electors wishing to exercise their rights of inspection Supporting papers	Minutes placed on the website for public inspection Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations Freedom of Information Publication Scheme	Notice of Appointment confirmation signed and returned to Auditors
Document control – correspondence, postage, storage and filing, etc	Correspondence date receipted Original deed documents stored with Solicitor Filing systems maintained in metal cabinets.	Documents backed up on-line, and on an external hard drive. The production and storage of physical documents is restricted as far as possible. Storage of old and/or important documents to be monitored

POTENTIAL FOR WORKING WITH PARTNERS TO REDUCE RISK

Risk Description	Measures Taken	Recommendations/Controls
Changes to legislation and procedures	Provide effective training for Staff and Councillors	Provide adequate budget for staff and Councillor training by NALC / SLCC
Supplies and Services provided to the Council	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations Ensure Contractors have adequate insurance and public liability cover	Contracts approved by Committee ratified by Council Copy of insurance certificate supplied before award of contract Remind contractors re Health and Safety implications