



Beaudesert & Henley in Arden  
Joint Parish Council

## Risk Assessment Register

Document Reference JPC-2022-10010.3

Author	Clerk
Rev.1	Authored 26.04.2022. Proposal at JPC AGM - 05.09.2022.for consideration by full council.
Rev. 2	
Rev. 3	
Rev. 4	
Rev. 5	
Rev. 6	

Key Code:

HIGH	MEDIUM	MODERATE	LOW	NEGLIGIBLE
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## PART 1 – FINANCIAL

Description	Impact	Risk	Impact	Review	Mitigation
Precept falling short of planned budget	The council will be unable to meet its commitments for the forthcoming year.			<b>Yearly</b>	The budgeting process should commence in October, finalised in January. Revisions can be made at any time to bring in additional funds from reserves or use of CILS [or other] or to change activity to produce more income. Projected spending must be reviewed and sanctioned by body council on a monthly basis, commencing in March for the following year. Budget tracking on a monthly basis, displayed on website.
Loss of cash through dishonesty.	Loss of council income and possibly assets.			<b>Yearly</b>	Publish scope and fidelity of the insurance cover, regular briefing with full council. Conduct full review 2 months prior to renewal of policy. Good practice to pay premium by standing order.
Financial records and controls	Potential illegal practices, damaging enquiries by revenue authorities, misappropriated accounting.			<b>Yearly with monthly reviews and public exposure..</b>	Monthly banking reconciliations. Cashbook in addition to accountancy software [excel] maintained up to date & balanced regularly; Council agrees all expenditure via schedule of payments at each meeting or by an email vote. Payments supported by invoices; Internal Audit review meetings with all subsequent recommendations acted on. Adequate training for Clerk/RFO to undertake role. Finance check of records by two councillors annually. Budget tracking on a monthly basis, displayed on website.
HMRC non-compliance issues.	Potential illegal practices, damaging enquiries by revenue bodies.			<b>Yearly with monthly reviews.</b>	Council contract out to Payroll specialist. RFO acts on PAYE requests before the 21 <sup>st</sup> of each payment month. Records checked by two councillors annually.
Internal Audit	Law requires council to engage the services of an Internal Auditor. LOSS OF PUBLIC TRUST			<b>Yearly.</b>	Undertaken yearly in accordance with legislation; Written report provided to & reviewed by the Council; Auditor has full access to all documents, procedures & regulations.
External Audit	Law requires council to submit year-end accounts and variations to an External Auditor. LOSS OF PUBLIC TRUST			<b>Yearly</b>	Year-end accounts prepared on Receipts/Payments basis; AGAR to be completed by clerk & council in accordance with current regulations and submitted no later than 30 <sup>th</sup> June 2022.

## PART 2 – ASSETS

Description	Impact	Risk	Impact	Review	Mitigation
Protection of physical assets owned by the JPC such as car parks, play areas and allotments	Failure to maintain and monitor sites resulting in health and safety issues or resultant injuries.			<b>Frequent</b>	<p><b>Car Park:</b> Members of the JPC should conduct regular walk-by inspections making a note of any masonry issues, tree damage, drain problems and reporting such to the Clerk.</p> <p><b>Allotments:</b> The volunteering manage for the site will maintain an inspection regime to note any changes to boundary fencing, lighting of fires, installation of dangerous machinery and any other aspect detailed in the Allotment Agreement Policy. <b>Play Areas:</b> The JPC will engage the services of a professional monitoring and assessment company providing quarterly reviews for consideration by full council, the contract for this service reviewed yearly. <b>Outdoor Gym:</b> Members of the JPC should conduct regular walk-by inspections making a note of any damage to the equipment and surrounding groundworks and reporting such to the Clerk. <b>General Property, Street Furniture, Bins and Benches:</b> Members of the JPC should conduct regular walk-by inspections making a note of any damage to the equipment and surrounding groundworks and reporting such to the Clerk. <b>Insurance:</b> The Clerk will be responsible for collating the information provided from the foregoing and cross-referencing potential liabilities with current and renewable insurance cover. The Clerk must prepare a quarterly report to the full council.</p>
Insurance credentials check.	Loss of council income and possibly assets, claims and potential lack of confidence in JPC by the electorate.			<b>Yearly.</b>	RFO must ensure that current insurer broker carries a robust underwriting by a highly reputable insurance company [Presently BHIB underwritten by Aviva] Renewal must be considered and ratified by full council.
Asset Register	Failure to update on removal or acquisition of assets will result in under-insured issues and unpaid claims.			<b>Yearly with monthly reviews.</b>	Clerk to ensure that asset register is updated and accurate in its valuations, a current copy should be posted on the JPC website with comments that the public may raise any issue at any time with the Clerk.
Upholding information rights in the public interest.	Loss of council income and possibly assets, claims and potential lack of confidence in JPC by the electorate.			<b>Yearly</b>	Clerk to ensure that ICO underwriting is in place and reviewed yearly by full council.

## PART 3 – GENERAL

Description	Impact	Risk	Impact	Review	Mitigation
Coronavirus	Risk to health issues			<b>Frequent</b>	Clerk to ensure that body council are aware and updated on HM Government guidance on this and similar outbreaks.
Trees	Failure to maintain and monitor sites resulting in health and safety issues or resultant injuries.			<b>Yearly.</b>	Regular inspections introduced including those following extreme weather conditions. Tri-annual tree surveys and assessments.
IT Equipment	Loss of all administration facilities			<b>Yearly with monthly reviews.</b>	Regular backups taken and kept off site. Cloud storage of documents implemented. Virus protection updated regularly. Cyber insurance cover in place. Update with web design and maintenance company on changes in HM Gov policies.
Payroll	Failure to pay wages and tax liabilities. Employee disputes and claims.			<b>Yearly</b>	Computerised payroll system in place. Monthly review of payroll records by a member of the Employment Panel. Chair to authorise transfer of funds for Clerk's salary, expenses and allowances. With regular updates to body council.
Events	Either directly organised by the JPC or, in collaboration with other societies at risk of public liability, damage or other claims, resulting in loss of revenue and loss of public confidence.			<b>As Required</b>	Subject to individual consultation, and consideration and adoption by full council. Must appear on agendas and minutes
Town Handyman	Potential damage to property and individuals, loss of revenue and/or equipment, fraudulent actions.			<b>Constant</b>	Appoint at least one member of the council to oversee contractors and advise the Clerk to draw up suitable contract agreements. All councillors to monitor works being conducted by the contractor and report to the Clerk where concerns arise.
Best value Accountability	Work awarded incorrectly Overspend on services			<b>Constant</b>	Adhere to Financial Regulations. Document reference JPC 2022-10010 current issue.

### Adoption Process:

**Policy to be presented at the JPC EGN on Monday 9<sup>th</sup> of May 2022 for consideration by full council and, if appropriate, adoption on to the policy files for permanent display on the JPC website, and an annual review corresponding with the adoption date of the 9<sup>th</sup> of May if ratified.**