

**BERINSFIELD PARISH COUNCIL  
RISK MANAGEMENT POLICY  
2022-23**

<b>Risk</b>	<b>Priority</b>	<b>Management Policy</b>	<b>Internal Control</b>
Standing Orders	High	All Parish Council business to be transacted in accordance with the Parish Council's Standing Orders dated 12 <sup>th</sup> May, 1997, amended on 12 <sup>th</sup> April 2021	All Parish Councillors have a copy. Parish Council to Monitor
Financial Standing Orders	High	All Parish Council financial matters to be transacted in accordance with the Parish Council's Financial Regulations dated 12 <sup>th</sup> May, 1997 amended on 12 <sup>th</sup> April, 2021	All Parish Councillors have a copy. Parish Council to monitor
Emergency Plan	Medium	Any emergency should be handled in accordance with the newly amended Berinsfield Emergency Plan which is available on the website <a href="http://www.Berinsfield-pc.gov.uk">www.Berinsfield-pc.gov.uk</a>	Parish Council to keep Emergency Plan up to date
Insurance Cover	High	The Clerk to ensure that sufficient insurance cover in place to safeguard the Parish Council against : Loss or damage to property Public Liability Consequential Loss Fidelity Guarantee Any other appropriate cover  The Parish Council to review this cover prior to the renewal of the policy each year.	Finance Committee to review.
Play Areas and Open Spaces	High	The Clerk to ensure that the play areas are checked on a regular basis by a RoSPA trained operative.	Open Spaces Committee to review.
	High	That reports of the inspections are prepared and that any recommended action be taken to keep the play equipment maintained and safe	Open Spaces Committee to review
	High	The Parish Council to be informed of the content of the play area reports and any action taken to repair equipment.	
	High	The Clerk to ensure that the skateboard park is inspected and cleaned every day, including weekends. The Pavilion Caretaker to clean the skateboard park on a Saturday and Sunday of each week and to include these duties on his timesheet.	

	High	The Clerk to ensure that the Parish Council's Pavilion is maintained, that fire protection, and electrical and plumbing inspections are carried out as detailed in the Maintenance Manual prepared by the Architect. To ensure that health and safety regulations are complied with.	Open Spaces/Pavilion Committee to review.
	High	The Parish Council to be informed of any damage or maintenance work carried out in the pavilion	
	High	The Parish Council to appoint and to be responsible for staff required in connection with the operation of the pavilion	Parish Council to oversee staffing of the pavilion
Asset Register	High	An Asset Register to be kept	Finance Committee to review.
Burial Ground	High	The Clerk to ensure that all regulations relating to burials and memorials are complied with	Open Spaces Committee to review periodically
Minutes	High	The Clerk to ensure that all Meetings of the Parish Council and its Committees and Sub-Committees are minuted and that the relevant action is taken on the Minutes. Minutes to be kept in loose leaf form in date order.	Parish Council to approve all Minutes and relevant actions and decisions
Financial Records	High	The Clerk/ Responsible Financial Officer to be responsible for maintaining the Council's financial records and reporting all financial information quarterly to the Finance Committee	The Parish Council to approve recommendations of Finance Committee prior to any action being taken.
	High	The Parish Council's annual accounts to be agreed by the Parish Council prior to being submitted for audit.	Chairman of Parish Council and RFO to sign.
	High	Internal Audit to be carried out annually by Auditor appointed by the Parish Council	Parish Council to appoint Internal Audit
	High	Annual Audit to be carried out by Auditor nominated by NALC/Central Government	
	High	The Finance Committee to produce draft budget each year for consideration by Parish Council	Parish Council to agree precept.
	High	All payments made by Council to be listed on schedule and approved by Parish Council.	Parish Council to approve all payments

	High	All cheques and standing order requests to be signed by two Members of the Council and the Clerk/RFO. The Clerk/RFO to be authorised to make BACS payments following approval of the payment by the Parish Council.	Parish Council to oversee
Financial Records	High	Clerk to be responsible for submitting VAT and PAYE returns. Clerk to ensure that the Parish Council meets its obligations under the Pensions Act 2008 with regard to automatic enrolment.	Parish Council approve payments to Inland Revenue and claims for refund of VAT
Code of Conduct and Declaration of Interests	High	Copy of Code of Conduct to be given to each Member at the Annual meeting each year.  All Councillors to comply with regulations regarding acceptance of Code of Conduct. All Councillors responsible for notifying Clerk if their circumstances change. All Councillors responsible for notifying the Parish Council if they have an interest to declare.	Clerk to ensure Councillors have copy of Code in May each year  District Council to oversee this and take any relevant action relating to misconduct.
Freedom of Information Act	High	The Clerk is responsible for providing information to residents under the terms of the Freedom of Information Act	Parish Council to ensure that Act is complied with
	High	The Clerk responsible for submitting details of the Parish Council's scheme to the Information Commissioner for approval when the current approval expires	
General Data Protection Regulation (GDPR)	High	The Parish Council to comply with the General Data Protection Regulation which comes into force on 25 <sup>th</sup> May, 2018.	The Parish Council to appoint a Data Protection Officer.
Employees	High	The Parish Council are responsible for ensuring the health and safety of its employees and compliance with all employment legislation. Clerk to keep Council informed of any changes.	Parish Council to review statutory employment legislation and annual salary reviews.
Administration	Medium	The Parish Council's administration is carried out by the Clerk	Chairman of the Council to be consulted if necessary.

Parish Council records	Medium	The Clerk to retain all Parish Council records for the minimum time laid down. All Parish Council documents to be kept in a safe environment in the Clerk's home.	Chairman of the Council to check periodically.
Parish Council records	Medium	The Chairman and Clerk to arrange for Parish Council records that have been kept for the appropriate period to be safely disposed of by shredding or burning	Clerk to identify records that can be disposed of
Mobile CCTV camera	High	The Parish Council to comply with the Government Guidelines with regard to the use of CCTV cameras which will be used on Parish Council owned land.  <a href="https://www.gov.uk/government/publications/surveillance-camera-code-of-practice">https://www.gov.uk/government/publications/surveillance-camera-code-of-practice</a>	Chairman, Vice-Chairman and Chairman of Open Spaces Committee to monitor recordings and report to appropriate authorities.

Risk Assessment first adopted by Berinsfield Parish Council on 7<sup>th</sup> April, 2003

Risk Assessment reviewed and amended by the Finance Committee on 21<sup>st</sup> March 2022 and approved at the meeting of Berinsfield Parish Council held on 4<sup>th</sup> April, 2022