

Burghill Parish Council

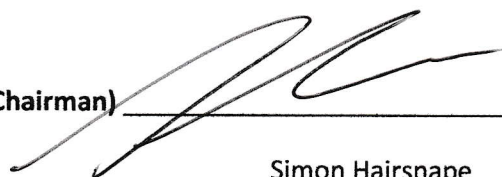
May 2020

Risk Assessment

Service Area	Risk	Recommendation
Insurance	Public Liability (statutory)	Continue existing cover (£10m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Money	Continue existing cover (£250K)
	Loss of revenue	Not covered.
	Officials Indemnity	Continue with existing cover (£500K)
	Libel & Slander	Continue with existing cover (£250K)
	Personal Accident	Continue existing cover (Scale benefits).
Payroll	Loss of data on PC due to system fault	Continue with on-line backup, currently Carbonite. Payroll to continue to be submitted to HMRC electronically via Autela Payroll.
	Loss of services of employee	Immediately advertise any vacancy (if permanent loss) and request help/support from HALC to cover temporary loss.
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue with requirement for signatories (minimum of 2) to initial cheque stubs.
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement.
	Agency advice	Continue with memberships of HALC.
Precept	Annual precept not the result of proper detailed consideration.	Continue to present budget to full Parish Council meeting.
	Illegal expenditure.	Continue to ensure that all expenditure is within legal powers.
Accounting	Non-standard and/or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor. Internal audit report to be submitted to PC before submission to external auditors.
Contracts	Ensure continued value for money coupled with continuity of work.	Continue to seek at least three quotes for all contracts.

Risk Assessment Reviewed on 14th July 2020

Signed (Chairman)



Simon Hairsnape