

FINANCIAL RISK ASSESSMENT

CHECK LIST FOR PARISHES ON RISK ASSESSMENT

COUNCIL: PAINSWICK PARISH COUNCIL DATE: 3rd January 2018

Potential Risk Areas

Insurable Risks

COMMENTS

- | | | |
|---|---|--|
| 1. Fixed Assets | Protection: | Buildings: £1,786,952.00
Equipment: £135,585.00 |
| | http://www.painswick-pc.gov.uk/uploads/painswick-parish-council---aviva-schedule-2017.pdf | |
| | Maintenance: | Regular Inspections & Servicing |
| | Security: | Acorn Security Alarms |
| | Register Maintenance: | Up to Date |
| 2. Public Liability to third parties as result of services, amenities for public, or property ownership | | £10,000,000 |
| 3 Business Interruption | | £ 20,000 |
| 4. Fidelity Guarantee | | £150,000 |
| 5. Employers Liability arising from employees | | £10,000,000 |
| 6. Key Persons Absence (up to 26 weeks) | | £ 400 per week |
| 7. Ill Health Insurance for Employees (with Local Government Pension Scheme). | | Yes, with Legal & General. |

Statutory Requirements

- | | | |
|---|--|---|
| 8. To confirm borrowings been properly authorized | | PWLB. Yes – (Minutes 8ai (page 36) 21 st November 2012 |
| 9. Compliance with PAYE regulations | | Yes (subject to internal and independent checks) |

10. Compliance with VAT regulations	Yes (subject to internal and independent checks)
11. Adoption of code of conduct	Yes (Local Authorities – first adopted on 1 st July 2012)
12. Register of Members Interests	<p>Register up to date – link to website</p> <p>https://www.stroud.gov.uk/council-and-democracy/parish-and-town-councils/painswick-parish-council#interests</p>
13. Appointment of Internal Auditor	<p>Yes. See minutes 11b (page 72) 15th February 2017 –</p> <p>http://www.painswick-pc.gov.uk/uploads/pc-minutes-feb-17.pdf</p>
14. Maintenance of Accounting Records	<p>Yes; Internally and independently checked.</p> <p>http://www.painswick-pc.gov.uk/uploads/annual-governance-statement-2016-2017-19.pdf</p>
15. Adoption of Standing Orders	<p>Yes. http://www.painswick-pc.gov.uk/uploads/revised-standing-orders-sep-17.pdf</p> <p>Last reviewed September 2017. See minutes 8 (page 90) 20th September 2017 –</p> <p>http://www.painswick-pc.gov.uk/uploads/sep-minutes-19.pdf</p>
16. Adoption of Financial Regulations	<p>Yes, Adopted on 19th October 2016 (scheduled for review by Jan 19). Link to website</p>

<http://www.painswick-pc.gov.uk/uploads/model-financial-orders.pdf>

Self Controlled Areas

17. Ensuring adequacy of Precept budget

Responsibility of the Full Council. The Finance & General Purpose Committee to oversee the accuracy of the budget reports prepared by the RFO.

18. Monitoring of expenditure with Precept budget

Monthly expenditure report produced.
<http://www.painswick-pc.gov.uk/uploads/rfo-report-dec.pdf>

Quarterly monitoring report produced the against the budget.

<http://www.painswick-pc.gov.uk/uploads/2nd-quarter-budget-review-17-18.pdf>

19. Legality of payments being made

RFO and Full Council approval. Council have adopted the General Power of Competence in accordance with the Localism Act 2011.

20. Proper use of grants and S137 donations

Council has adopted the General Power of Competence in accordance with the Localism Act 2011.

Grants to be approved in accordance with the adopted Grant awarding policy.

<http://www.painswick-pc.gov.uk/uploads/grant-warding-policy-13.pdf>

A list of grants awarded is published on the website.
<http://www.painswick-pc.gov.uk/uploads/accounts-2016-17-page-6.pdf>

21. Preservation of Voters Rights

The Proper Officer to ensure that the Council complies with its legal responsibilities.

22. Safety of documents including Minutes

Older documents to be archived in the Records Office. Copies of significant importance including recent minutes to be held on a Memory stick away from office and internet (in a secure location).

Documents (where appropriate) should be published on the Council's website).

(Proper Office to ensure compliance with the Freedom of Information Act 2000 and Data Protection Act 1998).

23. Documentation regarding dealings with the Public.

Proper Officer to ensure Compliance with the Freedom of Information Act 2000 and the Data Protection Act 1998.

24. Standby arrangements for absence of Clerk

Deputy Clerk will act up to position of the Clerk. Plus, the Council has insurance to cover the costs of employing additional assistance.