

**BURTON UPON STATHER PARISH COUNCIL
RISK MANAGEMENT ASSESSMENT**

	<ul style="list-style-type: none"> • Presentation to Council of monthly statements of receipts and payments and balances held • Presentation to Council of quarterly year to date expenditure against annual budget • All cheques to be signed by at least two members of the Council • All BACs payments to be signed by at least two members of the Council • Schedule of accounts for payment authorised by a meeting of the Council • All spending authorised monthly within powers available to the Council • Appointment of Internal Auditor • Ensure Clerk has appropriate training if required 	<ul style="list-style-type: none"> • Council to agree frequency of production of payments and balances held • Council to agree frequency of production of payments and balances held • Council to agree members to sign cheques on accounts • Council to agree members to sign invoices when BACs payment made • Council to agree frequency of production of payments and balances held • Council to agree frequency of production of payments and balances held • Council to agree appointment of Internal Auditor • Seek guidance from ERNLLCA/SLCC 	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p>	<p style="text-align: center;">September 2016</p> <p style="text-align: center;">November 2014</p> <p style="text-align: center;">October 2019</p> <p style="text-align: center;">November 2014</p> <p style="text-align: center;">November 2014</p> <p style="text-align: center;">November 2014</p>
Insurance provision	<ul style="list-style-type: none"> • Public liability insurance, Employer Liability and Employee Fidelity policies in place 	<ul style="list-style-type: none"> • Council to consider level of insurance cover once per year 	L	31 March 2014
VAT controls	<ul style="list-style-type: none"> • Quarterly returns made to Customs and Excise 	<ul style="list-style-type: none"> • Council informed when VAT reclaim received 	L	April 2014
Conducting Activity within Legal Powers	<ul style="list-style-type: none"> • All payments and resolutions to be made within the legal powers and minuted 	<ul style="list-style-type: none"> • Clerk to be kept up to date with all new legislation 	L	October 2020
Minutes/agendas/notices of statutory documents	<ul style="list-style-type: none"> • Accuracy and legality 	<ul style="list-style-type: none"> • Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements • Minutes are approved and signed at the next Council meeting 	L	October 2020

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	<ul style="list-style-type: none"> • Business conduct 	<ul style="list-style-type: none"> • Agenda is displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair 	L	
Members interests	<ul style="list-style-type: none"> • Conflict of interests • Register of members interests 	<ul style="list-style-type: none"> • Declarations of interest made by members at Council meetings • Register of members interests available on NLC website 	L L	October 2020
Data Protection	<ul style="list-style-type: none"> • Policy in place which is annually reviewed • Council registered with ICCM 	<ul style="list-style-type: none"> • Subscription renewed annually 	L	October 2020
Freedom of Information	<ul style="list-style-type: none"> • Policy in place which is annually reviewed 	<ul style="list-style-type: none"> • Council will react as necessary to requests • Substantial requests that impact on the Clerk's working hours will involve a fee 	L	October 2020
Safety of Council records	<ul style="list-style-type: none"> • All paper records are stored in lockable cabinets at the office • All electronic records are stored on the Council laptop 	<ul style="list-style-type: none"> • Back up's are available electronically • All electronic records are backed up on 'OneDrive' • Chair has a list of all passwords in a sealed envelope. 	L L	October 2020 October 2020
Website	<ul style="list-style-type: none"> • Held using secure domain • Web support used 	<ul style="list-style-type: none"> • Clerk to ensure that website is regularly updated 	L L	October 2020
Employees	<ul style="list-style-type: none"> • Loss of key personnel • Fraud 	<ul style="list-style-type: none"> • Personnel committee would be convened to agree interim arrangements • Council has insurance 	M L	October 2020