

Brewood and Coven Parish Council

Risk Assessment and Review of Policy Documents

Objective

Brewood and Coven Parish Council undertake an annual risk assessment in support of the activities that define the service it provides to the Parish of Brewood and Coven with Bishops Wood and Coven Heath. As well as the core risk assessments, new risk assessments will be carried out through out the year as the need arises ie. as new activities are scheduled. All other policy documents will be reviewed annually but may not necessarily require amendment.

Process

Risk Assessments Report

The following risk assessment procedures are used to produce the Risk Assessments Report which provides more detail with regard to measures taken to manage identified risk and notes points identified as requiring attention with the action proposed.

Business Risk Assessment

Annually the Clerk in conjunction with the Finance Committee will review the Business Risk to determine whether it meets the requirement of supporting the risk assessment, the risk assessment as defined by the thirteen areas of assessment will then be carried out and the assessment sheets completed.

The Business Risk Assessment will then be presented to Full Council to review, feedback for Clerk to action and finally receive the risk assessment.

Financial Risk Assessment

In addition to the Business Risk Assessment referenced above the following reviews / checks are carried out annually in support of the financial risk assessment and feed into the Risk Assessments Report:

- Internal Control Checklist: Finance Committee and/or Head of Finance to action in conjunction with Clerk/RFO
- Review of Matters Arising during the Internal Audit: Reviewed by Finance Committee and/or Head of Finance
- Review of Internal Audit Schedule* : Full Council
 - Internal Audit Terms of Reference
 - Internal Audit Plan / Schedule of Internal Controls
- Review of Standing Orders and Financial Regulations: Finance and/or Head of Finance in conjunction with the Clerk/RFO

The following will be made available to the Finance Committee and/or Head of Finance to support understanding of year-end procedures and the Annual Return:

- Executive Checklist for Financial Year-end
- Members Annual Governance Statement Guide

Fire Risk Assessments

Fire risk assessments have been undertaken and documented for the Parish Council Offices, Sandy Lane Toilets and Coven Changing Rooms.

Role Specific Risk Assessments

Clerk, Assistant Clerk, Caretaker, Handyman/Gardener, Janitor, Cleaner, Car Scheme Co-ordinator, volunteers (Friends of the Bront etc), lone workers.

These will all inform the Risk Assessments Report.

Playing Field Inspections

These are carried out annually by an independent inspector (currently BG. Sports Ltd).

Other Policy Documents:

Standing Orders, insurance policy, complaints/compliments procedure, Freedom of Information, press & media, asset register, control in the use of the Council's debit card and annual investment strategy.

Other policies requiring revision from time to time include: equality policy, grant awarding policy, pension discretion policy, the Parish Council's Constitution and Members' Code of Conduct.