

GRAFFHAM PARISH COUNCIL

RISK ASSESSMENT 2018/19

Approved Minute 110d 8 March 2019 GPC Meeting

Graffham Parish Council is required to carry out a Risk Assessment of the Parish. Its approach is based on Governance and Accountability for Local Councils, issued by the Joint Practitioners' Advisory Group.

RISK AREAS POSSIBLY USING INSURANCE

The following risk areas are identified as having a high to medium impact with medium to low likelihood, that is, the Sports and Bowls Pavilions, the War Memorial, the Playground equipment, the Village Gateway Signs, the Sports Equipment Tennis Court Surfaces, and Tennis Court Netting and playground ground safety tiles at the recreation ground.

The previous insurance policy with Hiscox which was effective from 1 June 2016 expired on 31 May 2017. Council sought a renewal quote from GPC's then insurer, Hiscox (Via Came and Co). Came and Co had submitted three quotes from leading insurers and the one considered had been from Inspire who had quoted for a one-year agreement at a price of £1,109. The other quotes submitted were from Hiscox (£1,247) and Ecclesiastical (£1,309). It had been necessary to note that Came and Co had confirmed that activities organised by Graffham Recreation Ground would NOT be covered by Came and Co quoted insurers. As it would be deemed to be a distinct entity from GPC they would need to have their own insurance arrangements. (minute 18, 12.05.17 refers)

A quote had also been sought from Zurich Insurance (GPC's prior year insurers) who had confirmed that "it would be fine to cover the Graffham Recreation Ground Committee under the Parish Council's policy...we would apply an endorsement to the policy". Quotes had been received for £765.83 for 1 year, and £715.42 for a 3-year Long Term Agreement.

All quotes were thoroughly reviewed by the Finance Committee (Cllrs. Charman, Mackie and Paine).

At a full meeting of the Council, the Clerk was unanimously instructed to engage Zurich Insurance on a 3-year LTA at £715.42 per annum. (minute 18, 12.05.17 refers)

The Long-Term Agreement remains in place until 31 May 2020.

The loss of cash via theft or dishonesty is considered to have a low impact and low likelihood. Existing insurance seems adequate. Legal liability from asset ownership could have high impact but only medium likelihood and insurance cover exists. Physical maintenance checks are carried out at the Recreation Ground etc.

The asset register takes the form of lists of equipment and the buildings are known to all.

RISK AREAS WORKING WITH OTHERS TO MANAGE.

The risk regarding security for buildings, equipment etc is assessed as likely to have medium impact but low likelihood. Physical maintenance checks are carried out.

The risk in providing amenities to other groups would have a low impact and has a low likelihood. Insurance cover presently exists.

Arrangements to deter fraud etc are covered by cheque signing arrangements and, in any event, would have a low impact and have a low likelihood.

In accordance with the Standing Orders and Financial regulations, bank reconciliations for all accounts are reviewed on a regular basis and at least once in each quarter and at each financial year end, and are verified by somebody other than the Chairman of Graffham Parish Council.

With the exception of one three occasions this function has been fulfilled by the Finance Committee Chairman, Cllr. S. Mackie (Min 13.g, 18 May 2018, minute 67a 9 November 2018, minute 87b, 18 January 2019)

In the Finance Committee Chairman's absence on two occasions, the documents were signed by the Vice Chairman, Cllr J. Uphill. Minute 34a, 6 July 2018 and Minute 110a, 8 March 2019.

In the absence of both Cllr. Mackie, and Uphill, the documents were signed by the Chairman of the Planning Committee, Cllr. S. Macqueen, Minute 50a 7 September 2018

RISK AREAS SELF MANAGED.

Standing Orders which had been previously reviewed on 12 January 2018 and re-adopted unchanged. (Minute 87e) were again reviewed and re-adopted on 18 January 2019 (minute 87e refers) following revisions to the following clauses: 1i, 1r, 2e, 3a, 3bi, 3biii, 4c-e, 5f, 10a-c, 14a, 14b, 20, 21, 25h, 30a and 30b.

Financial Regulations) which had been previously reviewed on 12 January 2018 were again reviewed and were re-adopted on 18 January 2019 (minute no.87e) following revisions to 4.4 and 4.8.

The areas pertinent to Graffham Parish Council are financial record scrutiny, approval of spending, employment contracts, financial monitoring, and Councillors' interests. These were considered to have a possible medium/low impact but low likelihood. Financial record scrutiny takes place in Council and at Finance Committee Meetings, spending is approved at each Council meeting and on signing individual cheques. Financial monitoring and declarations of interests exist at Council Meetings. Employment contracts relate only to the Parish Clerk. The payroll for the Clerk was contracted out to a payroll service company, registered as a payroll agent with HMRC, in March 2013. Therefore, all administration for the payroll, including payslips, PAYE and NI calculations, and required on-line reports to HMRC are done outside the control of the Council. The Clerk is actually paid by a Council cheque, and the usual controls are in place.

GPC noted in its risk Assessment 2014/15 that the Minister made a legislative reform order repealing the statutory requirement for 2 elected members to sign cheques and other orders for payment. However, GPC has decided that it will continue the internal control procedure, whereby cheques are drawn up by the Responsible Financial Officer, and every cheque will continue to be signed by two elected members. The related invoice and cheque stubs will continue to be initialled by the two elected members who signed the cheque.

Graffham Parish Council does not use internet banking and the Clerk is not a cheque signatory.

General Data Protection Regulations (GDPR).- New regulations in force from 25 May 2018.

In order to ensure compliance with the regulations Graffham Parish Council obtained a quote from DM Payroll Services Ltd to provide Data Protection Officer Services. This included: to advise and inform the council on GDPR, data protection law and compliance. To carry out an annual data audit; assist the Council on completion of a data protection impact assessment; to provide on-going monitoring of the Council's compliance; to be the contact for the Information Commissioner's Office (ICO) and data subjections; to be consulted in the event of a data breach and to provide additional support throughout the year.

Having considered the quote, the Finance Committee agreed to appoint DM Payroll Services as its DPO (Min 95, 12 January 2018 refers). The Data Protection Impact Risk Assessment took place and the Parish Council Chairman and Clerk would be implementing the necessary procedures and ensuring compliance with the Data Protection Impact Assessment (DPIA) produced by DM Payroll Services.

Having reconsidered this matter at the January 2019 meeting, it was agreed that DM Payroll Services Ltd would be reappointed for a further three years' service. (Minute 87h, 18 January 2019 refers).

As part of the GDPR Data Protection Impact Assessment, GPC's Retention of Documents and Records Management Policy was reviewed and following minor changes was re-adopted at the 9 March 2019 meeting (minute 110d refers). These had previously been reviewed again by GPC's Data Protection Officer, DM Payroll Services in December 2018.