



Clerk to the Council – Pip Gould
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Risk Assessment Policy

(As adopted by the Council on 15th June 2022)

1. The Council will take every care and precaution to protect the safety and welfare of all users, employees, contractors and members of the general public on all land and property owned by the Parish Council.
2. Council will ensure that a Risk Assessment is undertaken and reviewed annually for all property, land and premises owned by the Parish Council. This will cover all tasks undertaken by, or on behalf of, the Council.
3. The Risk Assessment will apply to all employees and volunteers undertaking tasks on behalf of the Council.
4. For work undertaken by contractors, the Council will ensure that a Risk Assessment, Method Statement and evidence of Public Liability Insurance are supplied by the contractor at least 7 days before any work commences. The Risk Assessment and Method Statement should be reviewed to ensure that they meet the needs of Council and that any required changes are made prior to the work commencing. If a contractor has fewer than 3 employees, the Risk Assessment and Method Statement can be verbal.
5. This section of the document has been prepared to outline the measures taken by the Parish Council to mitigate against any financial risk that the Council may face.
6. The Council has appointed a Clerk/Responsible Finance Officer who is suitably experienced and trained to a sufficient standard to ensure that the Council is working within government guidelines. The Council also encourages the Clerk and Councillors to attend regular training events.
7. All decisions about expenditure will be made in accordance with the Financial Regulations of the Council, unless a motion to waive these is agreed by full Council in line with current legislation.
8. All Council bank accounts will be reconciled each month at the meeting of Resources Committee and full Council.
9. The Council has a debit account with a maximum balance of £1,000. This account is for use by the Clerk to make payments for invoices that cannot wait for the next meeting of Resources Committee and full Council. Any transactions on this account will be reported to the next meeting of Resources

Committee and full Council for endorsement. This account will be reconciled each month at the meeting of Resources Committee and full Council.

10. The Council's Code of Conduct is regularly reviewed and works to ensure that Councillors declare interests at the appropriate time. Councillors are encouraged to attend training on the Code of Conduct.
11. The Council is furnished regularly with financial updates and these are shown in the Council minutes. All payments are approved by Council. The Council operates within its own Financial Regulations which are reviewed annually and updated as and when required. A statement of internal control and annual review of effectiveness of internal control has been adopted by Council
12. An Asset Register is maintained by the Clerk and updated when required and reviewed annually by the Council.
13. The Council arranges an annual insurance policy which covers public liability, fidelity guarantees and employer liability as well as itemising Council-owned property.
14. The Council will appoint annually an internal auditor who is sufficiently qualified and competent to undertake such work. The Council will ensure that they are totally independent of the Council. A report is received annually and is minuted as part of the Annual Return procedures.
15. The Annual Governance and Accountability Return (AGAR) will be submitted annually to the External Auditors. The Council will consider and address any recommendations of the External Auditor.

Risk Assessment approved by Desford Parish Council on 15th June 2022