

**BRIZLINCOTE PARISH COUNCIL - BUSINESS RISK ASSESSMENT 2025-26**

No.	Item	Details	Action	Lead
1				
	Insurance Cover for the Council	Assets as per asset register are insured	Asset list is reviewed annually by clerk and chairman.	<b>Clerk/council</b>
	Office Security	Back up files are taken via one drive.		Clerk
	Regular Maintenance/ Inspections	Councillors regularly observe the assets which the parish council owns.		Council/contractors
	Asset Register	Maintenance and Accuracy	Reviewed annually	Clerk/chairman
	Cash Loss	No cash is processed		Clerk
	Handling VAT	Make accurate and regular reclaims	Claimed annually	Clerk
	Budgeting (precepts)	Accurate accounts to control budgets		Clerk/Finance working party
	Grant Funding	Procedure established		Council
	Conforming to legislation	Members have a good understanding of the transparency code, councillor fundamentals, code of council		Council
	Banking Arrangements	Control of signatories	Sufficient signatories	Council
	Gifts	Maintain register and review regularly	No further action is required	Councillors
	Salary Payments	Paid in accordance with Council regulations, contracts of employment	Payroll outsourced	Council
	Meetings	Conducted legitimately	No actions	Clerk/council
	Minutes	Signed and retained appropriately	No actions	Clerk/council
	Agendas	Sent out in time and giving sufficient detail of the business to be transacted	No actions	Clerk/council
	Summons to Meetings	Councillor's awareness of responsibilities	No actions	Clerk/council

Training	Continual Professional Development for both Officers and Councillors	As per individual needs	Council/clerk
Declaration of Interest	Register accurate and lodged with monitoring Officer. Agenda items declared at each meeting	No further actions required	Councillors
Resolutions	The Chair summarises resolutions before Members vote on them Where Members disagree with the advice of the Clerk, such disagreement is recorded. Decisions delegated to Clerk reported to Council & recorded in Minutes		Chairman Members  Clerk
Contract of Employment	Issue contract within legislative timeframe and include person specification	Contract issued	Chairman/vice chairman
Councillors	Councillors are adequately advised of their Responsibilities Code of conduct adopted for councillors to adhere too	Induction & refresher training as requested. Working instructions/methods will be introduced for key council activities to ensure knowledge base remains in the council	Council/ ESBC Monitoring officer
Code of Conduct	Reporting of interests and Code of Conduct issues administered by East Staffordshire BC		Councillors
Responsibilities	Members Employees Public Contractors	H&S Briefing received Contractors submit risk assessments etc as required.	Clerk/Council
Consultation on local plans	Planning Committee established or Council procedure	Undertaken by Council. Delegated powers as required	Council
Monitoring of Contracts	Performance Payments	Improved monitoring	Clerk/Council
Administrative cover	Arrangements in absence of Clerk Chairman is aware of items which clerk has in her possession.	Adequate	Chairman
Public Accessibility	Accessibility to residents	By appointment at mutually convenient time and location	Clerk/Council

	Archiving	Documents are stored in accordance with Document Retention Policy		Clerk
	Website	Lack of updates Incorrect data	New Website introduced	Clerk
	Standing Orders	Reviewed Annually		Clerk
	Financial Regulations	Reviewed Regularly		Clerk
	Press Comments	Adopt guidelines for press comments	In line with procedure	Clerk
	Data Protection	Keep up to date to ensure legislative compliance	Council briefed as required	Clerk
	Freedom of Information	Respond to requests in accordance with Publication Scheme & Information Guide	Publication Scheme & Guide adopted.	Clerk

**Adopted February 2025**