

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

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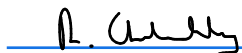
Risk review log November 2023

Item	Frequency	Last review	Comments / actions
Parish Council Insurance			
Public Liability	Annually	May 2023	£10m any one event
Employers' Liability	Annually	May 2023	£10m any one event inclusive of costs
Officials' & trustees' indemnity	Annually	May 2023	£500,000
Property and Contents	Annually	May 2023	As policy
Property business interruption	Annually	May 2023	£10,000
Personal accident	Annually	May 2023	£100,000
Internet and Email	Annually	May 2023	£50,000
Crisis Containment	Annually	May 2023	£25,000
Business travel	Annually	May 2023	As policy
Ad hoc event insurance	Ongoing		Executive Officer arranges as required
Millennium Park			
Qualified Equipment Inspection	Annually	March 2023	RoSPA
Inspection by local inspector	Weekly	Oct 2023	Outdoor Parish Caretaker
Review of fencing, planting and other peripheral matters	Annually		Informal: Cllrs and Community
Inspection of trees	Ongoing		Ongoing during yearly maintenance contract
Review of litter and dog waste collection services	Ongoing		Outdoor Parish Caretaker, Councillors and Community
Litter picking risk assessment	Annually	Nov 2023	Outdoor Parish Caretaker
BG Playing field			
Inspection of equipment	Annually	March 2023	RoSPA
Inspection of goal posts	Annually	March 2023	RoSPA
Inspection of trees	Ongoing		Grounds Maintenance Contractor
Review of litter and dog waste collection services	Ongoing		Outdoor Parish Caretaker, Councillors and Community
Hewell Road			
Bus Shelter	Weekly		Informal visual inspections - OPC
Defibrillator	Weekly	Oct 2023	Tested by OPC Awaiting replacement
Planters	Ad hoc	Ongoing	Informal visual inspections
Notice boards	Ad hoc	Ongoing	Informal visual inspections
Bench seats, various sites	Ad hoc	Ongoing	Informal visual inspections
Commuters' Car Park			
Inspection	Weekly		OPC
Footway Lighting			
Streetlamps - structural and safety	Ongoing		Community and Councillors, reported to the Electrical Contractor
Financial Matters			
Review banking arrangements	Annually	May 2023	Parish Council
Review of insurance providers	Annually	May 2023	Parish Council
VAT returns submitted	Quarterly	Sep 2023	Executive Officer
Budget agreed, monitored and reported	Annually	Jan 2023	Parish Council
Precept requested	Annually	Jan 2023	Parish Council
Review of book-keeping	Monthly	Oct 2023	Monthly Scribe Accounting reported at PC Meeting
Review of payments procedure	Annually	May 2023	Parish Council & Finance Committee
Review of bank reconciliations	Monthly		At each Parish Council meeting
Clerk's salary reviewed	Annually	Mar	Parish Council following staff appraisal. To take place Nov 2023.
Chair and Member allowances	Annually		Advised following BDC Panel recommendation
Independent Internal audit	Annually	Oct 2023	Reported to Parish Council
External audit	Annually	Oct 2023	Externally appointed; Annually Return approved by Council and EA's comments reported.
Record Keeping			
Minutes properly recorded	Ongoing		Parish Council approval, signed by Chairman
Asset register maintained	Ongoing		Audit requirement
Financial Regulations reviewed, updated and applied	Ongoing	May 2023	Annually Parish Council Meeting.
Standing Orders reviewed, updated and applied	Annually	May 2023	Annually Parish Council Meeting.
Computer Records Back-up	Daily		Backed up to Cloud daily.

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Review of storage arrangements for minutes	Annually	Nov 2023	Executive Officer – office-based records; after 5 years deposited at County Archive
Mail addressed to Councillors	Daily		Exec Officer to open all mail delivered to office
Employees and Contractors			
Contract of employment	Annually	Mar 2023	Staff Appraisal
Contractors' indemnity insurance	Annually		Current contractors are asked to provide on an Annually basis as each is renewed.
Written arrangements with contractors	3-years	Apr 22	Grounds Maintenance Contract 01/04/2022 to 31/03/2025.
	5-years		Bromsgrove DC (Lengthsman) 2023
Lengthsman competence	Annually		Check working as per WCC requirements
Litter picker arrangements	Ongoing		Outdoor Parish Caretaker
Office and home working risk assessment	Annually	Jul 23	Executive Officer
PAT Testing			Not required
Cleaner's risk Assessment			Not required
Lease of office	New lease to cover a 7-year period		Start date: 08/12/2021 to 07/11/2028
Volunteer appraisal	As req'd		Volunteers deliver the newsletter; pick litter, planting – all to be provided with contact details and introductions.
Members' Responsibilities			
Adoption of Code of Conduct	Annually	Jun 2023	Adoption of new LGA Members Code of Conduct – review annually
Review and update of Register of Members' Interests	Ongoing		Members are reminded of this on each agenda
Register of Gifts and Hospitality	Ongoing		Councillors
Awareness of Equalities requirements; Health & Safety	Ongoing		Executive Officer arranges risk assessments for individual activities; policies adopted as appropriate
Information and training on new and existing regulations	Ongoing		Executive Officer is CiLCA qualified. Councillors attend District CALC Councillors attend appropriate topic briefings
Legal Compliance			
			CALC updates checked; Annually subscription to Clerks & Councils Direct Executive Officer ensures continuous CPD is maintained.
Office Premises			
			Key holder list checked Annually Cleaning, as needed, by EO Office at rear of 80 Hewell Road has easy access complying with equal opportunities. Entry alarm code changed periodically Office has fire exit/emergency exit Fire extinguisher Annually checked by landlord First Aid kit up to date No money retained on premises All paperwork filed in lockable cabinets at end of work session.
Policy Reviews	Ongoing		Regular check of review calendar
Publication Scheme	Annually	Oct 2023	Update as required
Website	Ongoing		Ensure legal compliance and that required information is available e.g. Publication Scheme

Agreed by Barnt Green Parish Council

Date: **Nov 22, 2023**

Signed: 
 Signed: [Robert Cholmondeley \(Nov 22, 2023 21:58 GMT\)](#)
 Chairman, Barnt Green Parish Council

Date of next review: November 2024







13. Risk Register Review November 2023

Final Audit Report

2023-11-22

Created:	2023-11-22
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"13. Risk Register Review November 2023" History

-  Document created by Eleanor Choudry (exec@barntgreen.org.uk)
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-  Document emailed to robert.cholmondeley@barntgreen.org.uk for signature
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-  Email viewed by robert.cholmondeley@barntgreen.org.uk
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-  Signer robert.cholmondeley@barntgreen.org.uk entered name at signing as Robert Cholmondeley
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