



# Bournheath Parish Council

Correspondence to:  
Gill Lungley MILCM, Clerk to the Council  
Grange Cottage, Birmingham Road, Hopwood, B48 7AJ  
e-mail: [clerk@bournheath-pc.gov.uk](mailto:clerk@bournheath-pc.gov.uk) tel: 07594 024625  
website: [www.bournheath-pc.gov.uk](http://www.bournheath-pc.gov.uk)

## NOTICE OF MEETING

Members of Bournheath Parish Council are duly summoned to attend the  
**Parish Council meeting on Tuesday 27<sup>th</sup> October 2015 at 7.30pm**  
at Bournheath Village Community Centre, Claypit Lane B61 9LA

**The meeting is open to all members of the public and the press.**

Residents of Bournheath civil parish are welcome to attend and can address the meeting if required during agenda item 4.

## AGENDA

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declaration of Interests:** With reference to items on the agenda, members are reminded of their obligation to declare any interests as defined in the Members' Code of Conduct and to update their entry in the Register of Interests if necessary
3. **Dispensations:** to consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote
4. **Public Participation / Question Time:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this Agenda or raise issues for future consideration. (Time allowed up to 15 min)
5. **County Councillor and District Councillor Reports:** to receive updates from the elected ward representatives (Worcestershire County Council Woodvale division and Bromsgrove District Council Belbroughton and Romsley ward). Sheila Blagg (Woodvale division) has provided a report for October 2015, circulated via email to members; paper copy available
6. **Reports from community associates:**
  - a) **Parish Paths Warden** - Cllr S Westwood
  - b) **Neighbourhood Watch Co-ordinator** – Mr Bryan Hewett
  - c) **Wildmoor Residents** – Mrs Surinder Sidhu
  - d) **Bournheath Village Community Centre report** - Cllr K Drew
7. **Previous minutes:** to approve the minutes of the Parish Council Meeting held 29/09/2015
8. **Chairman's Report:** Cllr K May to report
9. **Progress Reports from the Clerk** relating to on-going matters & answer any queries including:
  - a) Lengthsman report will be presented verbally at the meeting.
  - b) Defibrillator registration & training – to agree code availability due to non-engagement from WMAS
  - c) Community Asset List – update on progress
  - d) Arrangements for PACT meeting
  - e) Local Council Award Scheme update
  - f) Invitation to WorcsCALC AGM 25/11/2015
  - g) PACT arrangements – likely to be held in 2016, awaiting dates availability
  - h) Replacement trees in Rocky Lane and Tuppenny Cake –update on siting and species
  - i) Arrangements for Christmas Fayre/Coffee Morning 28/11/2015
  - j) Arrangements for Christmas carols Friday 11/12/2015

Items c/fd: outdoor exercise equipment, Community Speed Watch, Neighbourhood Planning, Community Emergency Planning Forum (28/10/15)

Correspondence received, forwarded to members not otherwise mentioned includes:

- Updates from Police and Crime Commissioner
- Updates from County Association of Local Councils
- District-wide planning lists and County-wide road works lists
- Combined authority, West Midlands consultation feedback from Bromsgrove DC
- Training opportunities
- Bromsgrove DC dates of Christmas waste and recycling collection
- Bromsgrove and Redditch Wellbeing in Partnership newsletter, Sept and October
- Bromsgrove and Redditch Network newsletter, October 2015

10. **Planning**

- a) To respond to BDC consultations, including:  
Application ref: 15/0798; Replacement garage and part first floor, part two storey side, rear extension and demolition of single storey outbuilding at 56 Doctors Hill, B61 9JE (plans provided at meeting via projector, they are also online and sent to members via pdf)
- b) To note Planning Authority Decisions and updates, if any
- c) To be advised of Enforcement officer's advice regarding use of field off Fairfield Road, if any.

11. **Governance**

- a) **Policy review calendar**  
Members are asked to agree to the policy review schedule, attached.
- b) **Risk Management Policy**  
Members are asked to approve the Risk Management Policy, attached
- c) **Members' profiles on website**  
Members are asked to provide a profile for the website, re Local Council Award Scheme

12. **Environmental Matters**

To agree location of spring flowering bulbs.

13. **FINANCE**

- 13.1 **Financial Status report:** the current financial position will be reported to the meeting
- 13.2 **Budget for 2016/17:** members are to consider input to the budget process for next meeting
- 13.3 **Bills for payment:** a list of the bills to be paid will be circulated at the meeting

14. **Date, time and venue of next Parish Council meeting:** Tuesday 24<sup>th</sup> November 2015 at 7.30pm, Bournheath Village Community Centre.

Gill Lungley MILCM, 21<sup>st</sup> October 2015  
Clerk to Bournheath Parish Council

Circulation:

Website: [www.bournheath-pc.gov.uk](http://www.bournheath-pc.gov.uk)

Bournheath Parish Council Notice-boards

Parish Council - Cllr K May (Chairman), Cllr S Hall (vice-Chairman), Cllr J Cross, Cllr K Drew, Cllr B Lodge, Cllr C Marshall, Cllr S Westwood

County Councillor – Sheila Blagg;

District Councillor – Coun C Allen-Jones, Coun M A Sherrey

Parish Paths Warden – Cllr S Westwood

Neighbourhood Watch Co-ordinator – Bryan Hewett

Wildmoor associate –S Sidhu

## Policy Review Calendar

<b>Name of policy</b>	<b>Frequency of review:</b>	<b>Date of review</b>
Community Engagement	Every 2 years	November 2015
Complaints	Every 2 years	February 2016
Data Protection	Every 2 years	March 2016
Delegation Scheme	Annual	May 2016
Disciplinary, Dismissal and Grievance	Every 2 years	January 2017
Donations and Grants	Every 2 years	November 2015
Equality and Diversity	Every 2 years	January 2016
Financial Regulations	Annually	May 2016
Freedom of Information	Every 2 years	March 2016
Health and Safety	Every 2 years	January 2016
Member/Officer Protocol	Every 2 years	January 2017
Press and Media	Every 2 years	February 2016
Publication Scheme	ongoing	
Risk Management	Annual	October 2015
Staff Appraisal	Every 2 years	November 2015
Staff Recruitment	Every 2 years	January 2017
Standing Orders	Annually	May 2016
Training	Every 2 years	June 2016



## **BOURNHEATH PARISH COUNCIL**

### **RISK MANAGEMENT POLICY**

The Parish Council should have in place a system to help it manage risk. This system needs to be flexible to cater for future progress and any developments over time.

Risk management is increasingly important and there is now an expectation on parish councils to be explicit in their approach to it. The failure to manage risks effectively can be expensive in financial terms and in terms of service delivery; it could threaten a council's ability to achieve its objectives and cause the electorate to lose trust in the council.

The Council should therefore ensure that it:

- ❖ Identifies key risks facing the council
- ❖ Evaluates the potential to the council of one of these risks taking place; and
- ❖ Agrees measures to avoid, reduce or control the risk or its consequence.

Areas of risk to a Parish Council might include the following:

- Physical assets – buildings, equipment, IT hardware etc
- Finance – banking, loss of income, petty cash etc
- Injury to the public – in playgrounds and recreation grounds, in village halls etc
- Compliance with legal requirements – agendas and minutes, burial records etc
- Councillor propriety – non-declarations of interests, disregarding the Code of Conduct etc

The Council needs to consider each of the possible risks under each of the identified schemes. For example physical assets could be lost as a result of fire or flood, damage by vandals, theft or simply deterioration through lack of maintenance. All these risks can be minimised or transferred by various means, such as taking out insurance, securing alarms or by regular inspection and maintenance.

In addition to identifying risk it is a good idea to make a judgment about the likelihood of the risk occurring and its potential impact.

There are three main ways of managing risk:

- Take out insurance
- Work with another party to reduce the risk; or
- Manage the risk yourself

The following table outlines the:

- ✓ Areas of risk to the Parish Council
- ✓ Type of risk that may occur
- ✓ Likelihood of the risk occurring, graded Low (1), Medium (2,3,4), High (5)
- ✓ Potential impact of the risk occurring
- ✓ Actions taken to reduce the risk occurring
- ✓ Evidence of actions taken to reduce risk
- ✓ Further actions for improvement

Clerk to the Council  
19 April 2014

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Assets	<u>Damage</u> to physical assets as identified on the Asset Register (office equipment, street furniture)	Medium 3	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	Maintain Asset Register; Resolve ownership; Regular maintenance of assets; Adequate level of insurance	Current insurance policy.  Current maintenance contract	Regular review of insurance policy.  Regular review of maintenance contract.
Assets	<u>Security</u> of property, equipment etc	Medium 3	Cost of replacing damaged, destroyed or missing assets. Facilities out of use for a period.	Council laptop covered by all risks insurance. Regular external backup to off-site hard-drive.	Current insurance policy.  Back-up system.	Review level and adequacy of insurance cover. Review effectiveness of backup system.
Finance	<u>Banking</u> procedures	Medium 3	Cash flow problems. Increased potential for fraud	Follow clear procedure. Regular banking and reconciliation of statements. Termly internal audit by parish councillors Mandate kept up to date.	Banking procedure agreed by Council. Reconciled bank statements. Signed confirmation of internal audit. Current bank mandate.	Ensure all members have copy of banking procedure. Review bank mandate to ensure cheque signatories are up to date.
Finance	<u>Loss of income</u> as a consequence of damage or theft	Low 1	Inability to provide expected service. Loss of key data.	Adequate level of insurance cover. Any important documents backed up to off-site hard drive and original paper copies kept in lockable filing cabinet.	Current insurance policy schedule. IT data back up to external hard-drive and 'cloud' application	Review the need for consequential loss insurance cover. Storage of key hard-copy documents to be in a fireproof lockable cabinet.
Finance	<u>Loss of cash</u> through theft or dishonesty	Medium 3	Adverse publicity for the council and risk to reputation. Financial loss.	Adequate level of fidelity insurance cover, with a minimum of £10,000.	Insurance policy document	Review level of fidelity insurance relevant to size/activity of council.
Finance	<u>Non-compliance</u> with HMRC regulations	Medium 2	Penalties and/or fines for late returns, errors on submissions etc. Reputational risk and adverse publicity.	Use external advice when necessary. Submit VAT return every 6 months and at least annually. Submit Real-Time payroll monthly and end of year returns online and on time. Internal & external audit review.	VAT returns and workings. Monthly payroll submission confirmations	Maintain VAT accounting monthly to keep track of when to submit VAT return.

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Finance	<u>Inadequate</u> financial controls and records	Medium 3	Lack of control over the Council's assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Qualified internal and external audit reports.	Adherence to Finance Regulations and parish council policies. Accounts and asset register prepared on appropriate computerised accounting system. Bank reconciliations undertaken on a regular basis. Regular inspection of accounts day-book by appointed members. Expenditure payments approved by council. Minimum 2 council signatories on payment authorisations. Annual independent internal audit.	2-year review of relevant policies. Quarterly (minimum) accounts statements to Parish Council. Bank reconciliation statements. Check-sheets signed by appointed members. Signed expenditure payments reports. Signed authorisation reports / cheque stubs. Approved signatories on bank mandate. Auditor's statement 'un-qualified'.	Review Finance Regulations annually. Maintain asset register and reconcile to agreed insurance values. Update asset register for all future assets purchased.
Finance	<u>Inadequate</u> budgeting	Medium 2	Council receives less funding than is required to meet its obligations and objectives.	Council prepares detailed balanced budget in late Autumn. Precept determined directly from this budget. Actual expenditure versus budget reported to Council twice pa.	Budget versus actual statements with minuted approval, signed by 2 parish councillors.	To include statement of approval in the minutes.
Finance	<u>Non-Compliance</u> with borrowing restrictions	Low 1	Council acting outside its powers	Justification for any additional borrowing fully reviewed and approved by PC. Borrowing approval via NALC.	Internal and external audit reviews.	No borrowing being considered at present.
Liability	<u>Third party</u> property or individuals	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£10M)	Current insurance policy.	

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKELIHOOD OF OCCURRENCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Liability	<u>Legal liability</u> as a consequence of asset ownership (e.g. street furniture, etc)	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	Adequate Insurance; clarify land ownership responsibility	Current insurance policy.	Proof of ownership
Employer Liability	<u>Non-compliance</u> with employment law	Medium 3	Employee dissatisfaction and disputes, potentially leading to industrial tribunal.	Employer Liability Insurance cover. Relevant staff training and experience. Advice from relevant professional advisers and membership bodies e.g. CALC Training for members	Staff qualifications and training records. Membership confirmation. Contractual arrangements with professional advisers.	Review line management responsibilities
Employer Liability	<u>Non-compliance</u> with HMRC requirements	Medium 3	Fines and penalties for late returns, errors etc. HMRC investigations.	Relevant staff training and experience. Advice from HMRC as required. Internal and external audit reviews.	Records of HMRC returns and submissions.	
Employer Liability	<u>Safety</u> of staff and visitors	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Adequate insurance. Relevant staff training. Adherence to Council policy on lone working and health and safety.	Current insurance policy. Signed confirmation of acceptance of policy. Training certificates	Revisit employee safe-working policies.
Contractual Liability	<u>Failure</u> to fulfil contract	Medium 2	Cost of legal support in event of claim. Reputation at risk.	Adequate insurance. Both sides to agree terms of contract. Contractors to provide proof of insurance cover	Copy of agreed written contract signed & retained. Copy of contractors' insurance retained	
Legal liability	<u>Non-compliance</u> with legal powers (acting <i>ultra vires</i> )	Low 1	Potential reputational and financial risk.	Parish Clerk clarifies the legal position. Legal advice to be taken as necessary. Regular WorcsCALC updates circulated. Access to CALC /NALC	Council minutes.	

<b>RISK AREA</b>	<b>POTENTIAL RISK IDENTIFIED</b>	<b>LIKELIHOOD OF OCCURRENCE</b>	<b>POTENTIAL IMPACT</b>	<b>STEPS TO MITIGATE RISK (CONTROL)</b>	<b>EVIDENCE</b>	<b>ACTION (AGREED IMPROVEMENTS)</b>
Legal liability	<u>Inaccurate</u> and/or non-timely reporting via the minutes	Medium 3	Inappropriate or no actions undertaken. Reputational risk. Non compliance with the Freedom of Information Act	Full council meets regularly and receives and approves minutes of meetings. Minutes made available to public via the Council website. Staff training.	Council minutes consecutively numbered, signed and dated. Hard copy available as well as via the website.	
Legal Liability	<u>Inaccurate</u> and/or non-timely disclosure via public media eg newsletter / website	Medium 3	Misleading information provided. Legal claim against the Council Risk to reputation.	All media double-checked for accuracy. Newsletter proof-read. Permissions obtained. Libel/slander insurance cover	Regular reporting to council, recorded in minutes. Signed copies of permissions retained.	
Legal Liability	<u>Misconduct of Clerk</u>	Low 1	Risk to reputation 3 <sup>rd</sup> -party claim against the Council Cost of legal advice	Regular liaison with Clerk Membership of relevant professional body CPD training	Diarised meetings Chairman and Clerk Support of membership to SLCC. Annual appraisal and review of training needs	
Health & Safety	<u>Failure to comply with legislation</u>	Medium 3	Action or claim against the council. Reputational risk	Policies on health and safety adopted and reviewed biennially. Checklists and risk assessments of relevant activities are undertaken. Training of staff. Lead Health and Safety Officer identified.	Review of policy minuted. Health and Safety policy available. Accident record book retained in office. First-Aid kit.	Check suitability of First-Aid kit and purchase replacement items if required.
Legal Liability	<u>Document control</u>	Medium 2	Loss of key data. Confidential data compromised. ICO investigation. Council unable to function effectively	Any key legal documents kept in locked office cabinet or archived at County Records Office. Computer backed up regularly using stand-alone hard drive.	Schedule of which documents are contained in locked cabinet and those at County Archive.	Identify and list statutory documents (eg employers liability, minutes)

Councillor or Propriety	<u>Non-Declaration of Interests</u>	Medium 3	Councillors' conflict of interest Corruption	Register of Interest completed and reviewed annually. Agenda item to prompt Declarations of Interest Update forms available at meetings Training of councillors	Register available online via link to District Council website. All declared interests recorded in Parish Council minutes Councillors' training record maintained	
Councillor or Propriety	<u>Non-compliance with Code of Conduct</u>	Medium 3	Bringing the Council into disrepute	Signed acceptance of Code; copy provided to all members. Training of councillors	Parish Council minutes Councillors' training record maintained	Ensure new members receive appropriate training