



BPC Risk Management Procedures MAY 2023

Risk Identification	External support
<i>Equipment maintenance</i>	<ul style="list-style-type: none"> • Play equipment installed by supplier and maintenance follows defined service standards • Burial ground headstones repaired by specialists
<i>Ground maintenance</i>	<ul style="list-style-type: none"> • Contracts for grass and hedge cutting • Tree pruning completed by specialists to comply with health and safety
<i>Banking</i>	<ul style="list-style-type: none"> • Banking services provided by Unity Trust Bank
<i>Legal Services</i>	<ul style="list-style-type: none"> • Legal advice engaged through certified solicitors and insurance broker Gallagher

Internal Controls	Notes
<i>Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment</i>	<ul style="list-style-type: none"> • Standing orders and financial regulations include contract and purchasing thresholds
<i>Regular reporting on performance of suppliers/providers/contractors</i>	<ul style="list-style-type: none"> • Contractor grass and hedge cutting constantly reviewed • Ad hoc contractor maintenance reviewed before payment of invoice • Suppliers monitored against orders for supply of goods or services • Council review full Payee listing at year end
<i>Annual review of contracts</i>	<ul style="list-style-type: none"> • Reviewed and updated by Council as required
<i>Clear statements of management responsibility for each service</i>	<ul style="list-style-type: none"> • Areas of responsibility included in contracts • Orders for goods or services specify requirements and costs
<i>Regular scrutiny of performance against targets</i>	<ul style="list-style-type: none"> • Contract activity monitored for frequency and quality of work
<i>Adoption of and adherence to codes of practice for procurement and investment</i>	<ul style="list-style-type: none"> • Procurement process follows requirements within Financial Regulations and standards of integrity, taking full account of boundaries established within criminal legislation regarding corruption, fraud and maladministration • Declarations of interest must precede procurement decisions
<i>Arrangements to detect and deter fraud and/or corruption</i>	<ul style="list-style-type: none"> • Procurement and financial decisions included in minutes to provide a transparent record • Financial reports reviewed at each council meeting • Council approval for expenditure and bank transactions require two authorisations
<i>Regular bank reconciliations, independently reviewed</i>	<ul style="list-style-type: none"> • Bank reconciliations reported at each council meeting • Bank statements retained/produced for reconciliation against balance sheet • Bank statements and reconciliations reviewed quarterly and confirmed by the lead finance councillor