

# Abbots Bromley Parish Council

## RISK ASSESSMENT AND MANAGEMENT

Area	Risk	Level	Control <i>(and agreed improvements)</i>
Assets	Protection of physical assets	M	Insurance in place. Register of assets maintained and regularly reviewed. Assets labelled where appropriate.
	Play equipment	M	To carry out weekly, monthly and annual inspections in line with best practice and to take appropriate remedial action following reports of any exceptional conditions.
	Trees	L	To carry out quinquennial inspections of trees either on Council property (or owned by the Council) and implement the recommendations received. Last inspection carried out in December 2009. Carried out October 2015.
	Inspection of assets	L	Carry out half-yearly inspections of other assets in public places to identify any new risks to users or public and then plan any required maintenance or remedial work.
	Maintenance of assets	L	Maintenance currently carried out on an ad hoc basis as needed. This is adequate for the type of assets owned.
Finance	Banking	M	Deposits held by Lloyds TSB are managed in accordance with Financial Regulations.
	Loss of cash through theft or dishonesty	L	Very little cash handled with all higher value transactions carried out by cheque or bank transfer. Fidelity insurance cover held to the value of £30,000. Continue to ensure that terms of fidelity insurance are met by appropriate financial regulations.
	Financial controls and records	M	Financial Regulations govern the overall operation of financial controls and records with verification by internal, independent internal and external audits.

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Finance <i>(continued)</i>	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims calculated by software and checked by Clerk. Additional verification by internal and external audits.
	Sound budgeting to underlie annual precept	M	Clerk and Finance Officer provide a detailed draft budget for review by the Council. This leads directly to the precept. Expenditure against budget reported to Council each month on monthly finance report.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported.
	Legal liability as consequence of asset ownership	H	Insurance in place. Weekly and monthly checks of playgrounds. Written records kept. Annual checks by appointed inspector of playgrounds.
Employer Liability	Comply with Employment Law	M	Sustain membership of NALC (through SPCA) to keep abreast of relevant changes in the law.
	Comply with HMRC requirements	M	Through the operation of PAYE, the Responsible Finance Officer will ensure that HMCR requirements are met and that any liabilities for tax and National Insurance are correctly calculated and discharged. The RFO operates the HMRC Real Time system.
	Insurance	M	Employer liability insurance is held as part of the Council cover.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought from NALC (through SPCA) where necessary.

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Legal liability (continued)	Proper and timely reporting via the Minutes	M	Council meetings operate in accordance with Standing Orders. The Council receives and approves Minutes of meetings. Minutes are made available to press and public via the web site.
	Proper document control	M	Leases and legal documents are held by the East Staffordshire Borough Solicitor on behalf of the Council with local copies available for reference. Maintain registration of the Council under the Data Protection Act.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interests completed. Gift and hospitality register is present at each Council meeting. Declaration of interests on the agenda at every meeting.
Continuity	Arrangements in place to ensure that Council is able to continue to deliver key services	M	Procedures are in place that would enable the duties of the Clerk to be carried out in unforeseen circumstances and a list of alternate grass cutting contractors is held. A memory stick with the last two years' files are passed to the Chairman each meeting to ensure duplicates are kept off site. Filing also kept in a fire proof cabinet.

- *Document checked and updated by clerk in November 2015 and to be presented at 25<sup>th</sup> November meeting.*
- *Document checked and approved at meeting on 25<sup>th</sup> January 2017*