

RISK ASSESSMENT AND MANAGEMENT FOR WEST HANNINGFIELD PARISH COUNCIL

Date: 4thMay 2016

This Risk Assessment was adopted by the Parish Council at its Meeting held on 4th May 2016.

Signed: Chairman, J. Sims

L = LOW RISK, M = MEDIUM RISK, H = HIGH RISK

Risk	Level	Control
Protection of physical assets	M	Assets insured, with the replacement value assessed annually.
Security of buildings, equipment, etc	H	Parish Council owns no buildings and minimal equipment. Laptop and printer secured in Clerk's dwelling, kept securely locked when vacant. External equipment: benches, play equipment, bus shelter, village noticeboard inspected regularly for damage.
Maintenance of buildings, etc	N/A	Parish Council owns no buildings.
Banking	H	Dual-signature online and chequebook accounts with Unity. Maximum signatories maintained as three councillors. All payments require second approval or co-signature.
Risk of consequential loss of income	L	Insurance cover. Single laptop backed up constantly, remotely to Microsoft.
Loss of cash through theft or dishonesty	L	All expenses claimed back with supporting receipts with two signatures required for approval. Purchases require minimum two quotations. New expenditure approved

RISK ASSESSMENT AND MANAGEMENT FOR WEST HANNINGFIELD PARISH COUNCIL

		in advance by Council. No petty cash held.
Financial controls and records	M	Monthly reconciliation and budget status prepared by Clerk, signed by two signatories. Two signatories on cheques, second approval on internet banking. Internal and external audit.
Comply with Customs and Excise Regulations	M	VAT claims calculated and submitted by the Clerk.
Sound budgeting to underlie annual precept	M	Finance Committee develops detailed budget projection and targeted Reserves in November, with recommended Precept. Approved by Full Council in December for precept request submission in January.
Complying with borrowing regulations	L	No borrowing required.
Risks to third party, property or individuals	M	Public Liability and Employers Liability Insurance in place. Open spaces checked regularly. Trees investigated when damage reported.
Legal liability as a consequence of asset ownership (open spaces, war memorial, bus shelter, street lights)	H	Insurance in place. 6-monthly checks of external equipment and open spaces.
Comply with employment law	M	Membership of EALC and NALC.
Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue, internal auditor carries out annual checks. Use of external payroll service producing statutory End of Year returns, Employer and Employee statements.
Safety of Staff and Visitors	M	No building owned. Clerk works from home. Home office inspected six

RISK ASSESSMENT AND MANAGEMENT FOR WEST HANNINGFIELD PARISH COUNCIL

		monthly for suitability.
Ensuring activities are within legal powers	H	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary.
Proper and timely reporting via the minutes	M	Council meets once a month and receives and approves minutes of meetings held in interim. Minutes made available to press and public on Council's website within 14 days of meeting.
Proper document control	M	Document Retention and Email policies adopted. Current leases and legal documents held by the Clerk.
Registers of interests and gifts and hospitality in place	L	Register of interests available for completion if necessary.