

HAUGHTON PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2010
Reviewed - January 2020

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
1. Loss of or damage to fixed assets		Material		
a) Play equipment	L	Damage	Fixed asset register	Annual ROSPA inspection
b) Benches, fencing, gates	L		Continual inspection by warden	Annual review of insurance cover.
c) Computer equipment	L		Data backed up to secure alternative memory regularly	Annual review of insurance cover.
e) Notice boards	L		Visited by clerk or parish notice board manager regularly	Annual review of insurance cover.
f) Bus shelter	L		Monthly inspection by warden	Annual review of insurance cover.
g) War Memorial	L			Annual review of insurance cover.
h) Flower tubs and signs	L		Regular inspection	
i) Telephone Box	L		Regular inspection	Annual review of insurance cover.
j) Silhouettes	L		Inspection prior to use	Annual review of insurance cover.
2. Liability as consequence of asset ownership				Annual review of insurance cover.
a) Injury to members of public using play area	L	Public	Weekly inspection & litter collection by warden	Inspection by clerk & councillors
b) Injury to members of public using car park	L	Liability		Risks re-assessed regularly.
c) Injury to those using playing field	M			Annual review of insurance cover.
d) Injury to those using war memorial	L			Annual review of insurance cover.
e) Injury due to flower tubs and signs	L			Annual review of insurance cover.
3. Provision of services or amenities and organising events - damage to persons or third party property.		Public Liability		Annual review of insurance cover.
a) Hiring out playing field			Health & safety issues pointed out to new users	
b) Car parking at play area				
c) Grass cutting contract		Contractor	Check contractor's insurance certificates	
4. Consequential loss				
a) Loss of rent	L		Rents are for Dale Common & Allimore Green Common	
b) Grass cutting contract	L		Contractor	
c) Maintenance of SSSI at Allimore Green	L		Leased to Wildlife Trust who maintain the common	
5. Loss of cash				

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a) Theft of funds/investments through fraud or dishonesty of staff	M	Fidelity	Monthly bank reconciliations approved by council.	Annual internal & external audit
6. Injury to Councillors or Council employees				
Unsafe working practices	L	Employer's Liability	Working practices reviewed with each member of staff	Annual Health & Safety assessments audit
Asset ownership	L	EL	As in 2 (above)	
House visits/aggressive behaviour/pets	L	Pers. Accid.	Members should not make visits alone unless resident well known.	
Accident Book	L		Any accidents to be recorded in the accident book	
7. Loss to Council through poor performance of or fraud by contractors or suppliers	L		Review contracts annually Obtain at least three quotes for all major work Audit all work done before payment	
8. Business risks of the Council failing to:				
Act within its legal powers	L		Minute power under which expenditure made	
Keep proper financial records	M		Monthly accounts & bank reconciliations prepared	Annual internal & external audit
Comply with borrowing restrictions	L		The Council has no borrowings	
Comply with employment law, IR & C&E, H & S and Disability regulations	M		Contracts for all staff except casual workers Quarterly returns for PAYE & NI and annually for VAT	Contracts reviewed
Adequate annual precept in line with budget	L		Annual budget working party. Accounts prepared against budget and reviewed monthly.	
Liability for Data Protection			See Website.	
Ensure proper use of funds granted to community bodies under specific powers or Section 137	L		Reports requested from community bodies on how money used and benefit to the community.	
Keep accurate minutes of council business	M		Minutes and pages numbered consequentially. Signed copies kept in separate place.	
Respond to electors wishing to exercise their rights of inspection	L		Procedures in place.	
Comply with Freedom of Information Act	L		Publication scheme advertised on parish website	

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Safeguard documents	L		All correspondence or documents other than invoices, circulars, catalogues circulated monthly to councillors, their response given & then filed.	Documents filed in locked cabinets in locked office of Village Hall.
Keep adequate computer backups	M		All computer records backed up regularly on disk, CD and flash memory	One copy kept in separate place.
Up to date Register of Members' Interests & Gifts & Hospitality	L		Members requested to inform clerk of any change in interests which are entered in the Register and also logged with the district council monitoring officer	