

ALRESFORD PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT OF RISKS - Policy

OBJECT: To identify risks, assess the likelihood of them happening and the measures that can be taken to reduce risk.

Protection of the public, members and employees:

Personal accidents – public.

Trip, fire at Parish Council office: ensure there are no trip hazards, all emergency exits are kept clear. Fire Plan kept up to date and all recommendations followed.

Portable Appliance Testing to be carried out annually.

Fixed appliances to be serviced.

Personal accidents where work is being carried out on behalf of the Council/organised events: areas to be cordoned off with adequate signs.

Relevant risk assessments carried out before work is commenced.

Where ground maintenance machinery is being used, areas to be cut should be inspected for debris that may fly from the ground.

Areas that are under direct Parish Council control should be inspected to ensure no dangers exist.

Sufficient insurance should be held to cover any such claim.

Personal accidents – staff/members

Sufficient insurance should be held to cover any claim.

Protection of physical assets

Risk: Fire, theft, criminal damage.

Likelihood: All possible, some likely.

Action: Keep up to date register of assets, cover by insurance.

Fire plan to be followed, fire alarm to be serviced annually.

CCTV to be serviced annually and checked for correct operation every two weeks.

Risk: Damage to third party property or individuals

Likelihood: Possible

Action: Public liability up to £10,000,000

Risk: Legal liability as a consequent of asset ownership

Likelihood: Likely

Action: Ensure insurance cover is sufficient

Overall action

1. Annual review of assets, insurance cover and risk
2. Regular maintenance of physical assets

Non-physical assets

Outside services

Maintenance for buildings, amenities or equipment, ad hoc provision of amenities/facilities for events.

Risk: Lack of performance of contractors/corruption in procurement

Likelihood: Possible/unlikely

Action: Annual review of contracts, regular scrutiny of performance, standing orders and financial regulations dealing with the award of contract for services in place.

Banking arrangements

Risk: Fraud/Internet crime

Likelihood: Unlikely (regular bank reconciliation reviewed by Member).

Action: Ensure Fidelity insurance is adequate.

Adopt high security Internet banking arrangements.

Administration of business

The following are considered to be risks, if not carried out properly:

- Keeping proper financial records in accordance with statutory requirements.
- Ensuring all business activities are within legal powers applicable to local councils.
- Complying with restrictions on borrowing.
- Ensuring that all requirements are met under employment law

and Inland Revenue regulations.

- Ensuring all requirements are met under Customs & Excise regulations (especially VAT).
- Ensuring the adequacy of the annual precept within sound budgeting arrangements.
- Monitoring of performance against agreed standards under partnership agreements.
- Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137.
- Proper, timely and accurate reporting of council business in the minutes.
- Responding to electors wishing to exercise their rights of inspection.
- Meeting the laid down timetables when responding to consultation invitation.
- Meeting the requirement for Quality Parish status, or other appropriate accreditation.
- Proper document control.
- Register of members' interests and gifts and hospitality in place, complete accurate and up to date.
- GDPR; make sure we comply with the relevant legislation.

Action:

- Regular scrutiny of financial records and proper arrangement for the approval of expenditure.
- Recording in the minutes the precise power under which expenditure is being approved.
- Regular return to the Inland Revenue; contracts of employment for all staff, annually reviewed by the Council, system of updating records for any changes in relevant legislation.
- Regular returns of VAT, training the responsible officer in matters of VAT and other taxation issues as necessary.
- Regular budget monitoring statements.
- Developing systems of performance measurement.
- Procedures for dealing with and monitoring grants and loans made or received.
- Minutes properly numbered and paginated with a master copy kept in safekeeping.
- Documented procedure to deal with enquires from the public.

- Documented procedures to deal with responses to consultation request.
- Monitoring arrangement by the council regarding Quality Council status.
- Documented procedures for document receipt, circulation, response, handling and filing.
- Procedures in place for recording and monitoring Members' interests and gifts and hospitality received.
- Adoption of codes of conduct for members and employees.
- Code of behaviour for the Public who attend meetings.
- GDPR; to regularly check the guidelines stipulated by the Information Commissioners Office (ICO).

Risk Assessment June 2019 – Presented to Council June 2019

Last Reviewed: April 2023

Next Review: April 2024

Signed ChairmanFRB..... Date.....06/04/2023.....

Signed Proper Officer.....MAC... Date.....06/04/2023.....