

# HEMINGFORD ABBOTS PARISH COUNCIL

## RISK ASSESSMENT

ITEM	DESCRIPTION		SCALE OF RISK	PREVENTATIVE MEASURES AND CONTROLS IN PLACE
1	Damage to physical assets owned by the Council. such as - street furniture - playground equipment		M	Damage to assets (except street lights) is covered by insurance. Light Sinking Fund available to meet cost of street light replacement in the event of unrecoverable replacement cost. Street furniture assets checked regularly Playground equipment is visually inspected weekly.
2	Legal liability arising from damage to 3 <sup>rd</sup> party property or death/injury to individuals as a consequence of the Council's asset ownership or provision of amenities.		M	Public Liability indemnity of £10,000,000 is maintained Playground equipment is visually inspected weekly and a record kept. Annual Safety Inspection carried out by a member of RPII and any recommendations implemented. Regular and responsible maintenance of assets is carried out
3	Extra expenditure incurred through unnecessary deterioration due to neglect of physical assets owned by Council.		M	Playground has Annual Safety Inspection by a member of RPII. Regular and responsible maintenance of assets is carried out whenever inspection reveals it to be necessary. Street Lighting maintenance contract with Balfour Beatty plc.
4	Loss of Council funds through theft or dishonesty		L	Financial systems controlled under Financial Regulations that are reviewed annually by Council and administered by Clerk as Responsible Financial Officer (RFO). Fidelity guarantee- assessed annually; currently £150,000 cover in place
5	Council sued or surcharged because of improper or illegal use of funds and/or failing to keep financial records in accordance with statutory requirements		L	All expenditure itemised in Minutes of meetings and monitored by Clerk. Clerk has attended training by Cambridgeshire & Peterborough Association Local Councils (CAPALC) and refers to them for guidance when necessary. Expenditure permitted by S137 of LGA1972 is listed separately
6	Failure to meet requirements under: <ul style="list-style-type: none"> <li>• Employment law</li> <li>• Inland Revenue (IR) regulations</li> <li>• Customs and Excise regulations</li> </ul>		L	Clerk has written contract of employment. IR return made annually VAT return made annually. Clerk keeps Councillors informed of all activities. Internal and External Audit of accounts is carried out annually
7	Liability for injury or disease to Council employee(s) arising out of their employment		L	Employer's Liability Insurance cover of £10,000,000 is maintained
8	Failure to ensure all Contractors and/or employees meet their responsibilities for Health & Safety		L	Clerk writes to Contractors and/or employees and ensures corrective action is taken.

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9	Failure to ensure the adequacy of the Annual Precept and sound budgeting arrangements to provide for the Council's necessary expenditure			L	Annual Budget prepared by RFO and debated and approved in Council as the basis for the precept. Statements of receipts and payments are prepared at the end of each quarter and provided to Council
10	Failure to provide the required proper, timely and accurate reporting of Council business in the Minutes of meetings			L	Council Minutes are prepared by Clerk and, after being checked for correctness and approved by Councillors at a subsequent ordinary meeting, are signed by Chairman
11	Failure to ensure proper document provision and control. Loss of documents			L	Signed Minutes of meetings are continuously page numbered and retained within Parish by the Clerk for a period as advised by CAPALC.  Duplicate copies of signed Minutes are held by Chairman.  Archives stored in County Record Office.
12	Failure to meet the laid-down timetable when responding to Consultations			L	Clerk ensures the Council does not miss a deadline
13	Failure to meet the requirements of best practice for a Parish Council to ensure the confidence and trust of the electorate			M	Parish Council accounts are subject to both internal and external annual audit.  A minimum of 10 ordinary Council meetings are held each year. Agenda and Minutes are published on notice boards and website.  Monthly Newspaper published in the Parish Magazine and a Newsletter is produced every 12-18 months. - Both publications are delivered to every house in Parish.  Chairman presents a report of the Council's activities to the Annual Parish Meeting.  Elections held when required under the direction of the Returning Officer.
14	Failure to respond to Electors wishing to exercise their rights of inspection			L	Council complies with the Freedom of Information Act.  Clerk ensures that all Minutes/Agenda and any required financial audit papers are available on notice boards and on website.  Clerk provides facility for Electors to inspect all the Council's Public documents by request.
15	Failure to meet the requirements of the Standards Board and the National Code of Conduct for Local Government			L	Register of Councillors' Interests, gifts and hospitality kept by Clerk, copied to HDC Monitoring Officer and published on HDC and HAPC websites.  National Code of Conduct formally adopted, and observation of practice recorded at each meeting
16	Disastrous event within Parish caused by factors outside Council's control e.g. Flood /major emergency			L	Maintain effective channels of communication and information through Clerk/Chairman with emergency services and coordinating levels of local government and other authorities - e.g. District Council, Environment Agency etc.