

Woolsington Parish Council

29th March 2017

Risk Assessment and Management

Report of the Clerk to the Council

The Parish Council has a duty to have in place a system to help it to manage risk and to review the scheme from time to time. The following table outlines the areas of risk and the control and improvements required:

Area	Risk	Level	Control (and improvements)
Assets	Protection of physical assets	L	Three notice boards provided by City Council - not responsibility of Parish Council. The Council's computer is kept at the Clerk's home and is insured under the Council's existing insurance policy.
	Security of buildings, equipment etc	L	No buildings or equipment owned by the Parish Council
	Maintenance of buildings, equipment etc.	L	No buildings or equipment owned by the Parish Council
Finance	Risk of loss of income	L	No income apart from precept
	Loss of cash through theft or dishonesty	H	No cash handled. Fidelity guarantee up to £100,000.
	Financial controls and records	M	Financial regulations in place. Quarterly bank reconciliation and budgetary control reports prepared by Clerk. Two signatures required on all cheques.
	Comply with Customs and Excise Regulations	M	VAT payments and claims calculated by Clerk. Open to inspection by members.
	Sound budgeting to underline annual precept	M	Council receives detailed budget in January. Precept derived directly from this Income and Expenditure against budget which is to be reported to Council every quarter.
	Complying with borrowing restrictions	L	No borrowing likely at present

Liability	Risk to third party, property or individuals	M	Public Liability Insurance in place. Existing cover up to £5m
	Libel and slander	M	Members and clerk - standard cover up to £250,000
	Officials Indemnity	M	Cover for members and clerk for any negligent act, accidental error or omission committed - stand cover up to £250,000
	Comply with Employment Law	M	Advice sought from National Association of Local Councils when required. Existing insurance cover up to £10m.
	Comply with Inland Revenue requirements	M	Clerk declares income to Inland Revenue
	Safety of staff and visitors	M	Very few visitors to Parish Council office at Clerk's home
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice sought when necessary
	Properly and timely reporting via minutes	M	Council meets bi-monthly and receives and approves minutes which are circulated to all members
	Proper document control	M	Leases and legal documents in Clerk's home. Key documents to be stored at bank or solicitors. Compliance with the Data Protection Act, Freedom of Information Act.
Councillor Propriety	Register of Interests and gifts and hospitality in place	M	Register of interest completed. Members to declare any gifts or hospitality (over £25 in value) as and when received.

The Parish Council is **recommended** to:

- (1) approve this risk management report
- (2) review the system in 2018.