

DRAYTON PARSLOW PARISH COUNCIL

**RISK MANAGEMENT
2019**

L = Low M = Medium H = High

Area	Risk	Level	Control
Assets	Protection of Physical Assets	L	Play equipment, tractor and grounds maintenance equipment insured. Check value every three years
	Maintenance of equipment	L	Annual ROSPA inspection - all necessary repairs or replacements carried out. Other repairs as necessary. Mowers and ground maintenance equipment serviced annually with repairs as needed.
Finance	Banking	L	Check interest rates and banking arrangements on an annual basis or more frequently as needed. No electronic Banking. All cheques require two signatories.
	Risk of loss of income	L	Insurance cover
	Loss of cash through theft or dishonesty	L	No petty cash. Very small amount of cheques handled Income and expenditure monitored by Council at each Council meeting. Fidelity Insurance in place
	Financial Controls and records	L	Bank account reconciliation carried out each month and reported to each Council meeting. Internal and External audits

	Comply with Customs and Excise Regulations	L	Parish Clerk to reclaim VAT annually. Internal and External Audit provide double check
	Sound budgeting to underlie precept	L	Parish Clerk to monitor budget and report to members at each meeting
	Comply with borrowing restrictions	L	No borrowing at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces regularly checked Risk assessments carried out as needed.
	Legal liability as a consequence of asset ownership	M	Insurance in place
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including employees organisation
	Comply with Inland Revenue Requirements	L	Regular advice from Inland Revenue. Salary reported using HMRC/RTI. Internal and External Auditors carry out annual checks
Legal Liability	Ensuring activities are within legal powers	L	Parish Clerk clarifies the legal position on any new proposal. Legal advice to be sought where necessary
	Proper and timely reporting via the minutes	M	Parish Council meets once every month with additional meetings as necessary Minutes and all documents required by Transparency Code made available to the press and public on the village notice boards and/or Parish Council website
	Proper Document Control	M	Leases and legal documents to be kept safely at the Clerk's address. Archived documents held by the County Archivist. Important documents held on memory stick, external hard drive and ASUS Cloud Storage. Other data stored to comply with the Data Protection Act 2018 and under the retention of documents requirements.
	GDPR compliance	L	Data Protection Audit conducted. Insurance in place

Councillor Propriety	Code of Conduct	M	All Councillors to act within the rules under the Code of Conduct which each member has signed up to
	Register of Interest and Gifts and hospitality in place	M	Register of Interests completed Gifts and Hospitality Register is available to Members
COSHH	Use of chemicals under the COSHH regulations	M	COSHH Register adhered to if chemicals etc used Risk Assessment carried out before use
Display Screen Equipment Assessment	The Parish Clerk should ensure that her working environment fulfils the requirements of the Display Screen Equipment Regulations	M	Checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the display screen is at an acceptable height and the correct distance away from the user Risk Assessment to be carried out
Risk Assessments	Dangers unspotted when work being carried out	H	Risk Assessment to be carried out for all work that is deemed necessary. Devolved Services team undergo additional training through Stewkley Enterprise Agency
Personal Protective Equipment (PPE)	Personal danger	H	PPE should only be considered as a last resort where all other introduced precautions cannot adequately control the hazard
Personnel	Unable to function without Parish Clerk/Responsible Financial Officer (RFO) from a knowledge and document point of view.	H	All online documents stored on http://draytonparslowparishcouncil.org.uk Password and access provided to Chair and Vice Chair. (also see Proper Document Control section.) Document detailing standard activities supplied to Chairman/Vice Chairman together with all access IDs and passwords. Job description and required skills in place and included in Clerk's contract of employment. (Copy held by Chairman)

Approved at 25th February 2019 meeting

Signed

Chairman 25/02/19