

**DRAYTON PARSLOW PARISH COUNCIL
RISK MANAGEMENT
2019-2020**

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 |

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| | 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 employee's organisations |
| | 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 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 |

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| 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 20th May 2019 meeting

Signed

Chairman 20/05/19