

COLTON PARISH COUNCIL

Risk Assessment and Management for 2015/2016

Area	Risk	Level	Control
Assets	Protection of physical assets	L	<ul style="list-style-type: none"> • Adequate insurance on i) playground and village green equipment ii) Other assets: defibrillator, phone kiosks, benches, notice-boards, grit bins and drainage rods. • Insurance reviewed annually to ensure sufficient cover.
Finance	Loss of cash through theft or dishonesty	L	<ul style="list-style-type: none"> • All financial transactions made by cheques, which are signed and countersigned by 2 councillors. • Receipts kept by clerk for expenses which are audited. • Travel claims to be signed by chair or vice-chair and Clerk.
	Financial controls and records	L	<ul style="list-style-type: none"> • All payments approved and minuted at Council meetings, and cheques signed by 2 signatories • Bank reconciliations reported to Council quarterly. • Budget reviewed against accounts twice yearly. • Internal audit to include spot-checks on receipts, accounts, cheque book and minuted payments. • Internal and external auditing carried out annually. • Internal audit review carried out annually • Financial Regulations to be reviewed every 4 years
	Precept and grants: not submitted or not paid	L	<ul style="list-style-type: none"> • Minute submission • Confirm receipt and minute
	<p>Wrong mileage rates/expenses paid to clerk or Councillors.</p> <p>PAYE submissions not made in time – penalties levied.</p> <p>Clerk paid wrong amount.</p>	M	<ul style="list-style-type: none"> • Expenses claim forms to be completed and signed by 2 Councillors and Clerk. End of year checks to be made. • Following assessment of the penalty risk (£100) of missing a monthly return, it was decided that the payroll be contracted out starting 2014/15 at a cost of £48 per year. Liability for any late returns remains with the Council. The Clerk remains responsible for sending <u>quarterly</u> PAYE payments to HMRC by due dates. • Annual review of Clerk's salary payments by Finance WG and approved by Council at Annual Council meeting. All amounts paid to be minuted.
Liability	Risk to third party, property or individuals	M	<ul style="list-style-type: none"> • Insurance in place for: <ul style="list-style-type: none"> ○ Clerk and Councillors ○ Property ○ 3rd party liability

	Bouth Village Green and Playground	M	<ul style="list-style-type: none"> • 3rd party public liability insurance in place for volunteer workers acting under the instructions of the Council. For example, on Bouth Village Green (note: cover only where Colton Parish Council liable). • Health and Safety policy in place • Checks of playground and equipment carried out as required by insurers: <ul style="list-style-type: none"> ○ Monthly formal recorded inspection by volunteer ○ Annual Risk Assessment and Inspection by RoSPA . • Damage investigated and actioned when reported. • Electricity supply for Christmas lights on south Village Green (originally installed by Norweb) tested annually (certificate of compliance) by a qualified electrician. • Accident book and First-Aid kit placed at White Hart. First Aid kit checked for completeness regularly by volunteer, at least annually. • Health and Safety instructions to be prepared and distributed to village green work parties. • Health and Safety notice to be placed on Green notice-board
	Adopted phone boxes at Oxen Park and Nibthwaite	M	<ul style="list-style-type: none"> • Risk Assessment carried out every 2 years. • Inspections carried out quarterly • Insurance in place for 3rd party liability (employees, members and volunteers)
Legal Liability	Ensuring that all activities are within legal powers (including legal liability wrt lease on Bouth Village Green)	M	<ul style="list-style-type: none"> • Clerk clarifies legal position on any new proposal. • Legal advice to be sought where necessary. • Minutes accurate and legal - approved at following meeting • Declarations of interest to be documented and minuted and any conflict addressed as appropriate.
Staff, Members, Contractors and Volunteers	Clerk: loss due to: <ul style="list-style-type: none"> - resignation - sickness 	L	<ul style="list-style-type: none"> • Advertise position • Temporary cover from neighboring parish clerk, or other person, funded from reserves.
	Contractors	M	<ul style="list-style-type: none"> • Ensure hold their own insurance cover, including 3rd party liability cover to the amount specified in contract. Contract signed by contractor to confirm cover in place.
	Fraud by staff	L	<ul style="list-style-type: none"> • Fidelity guarantee value appropriately set
	Personal Accident	L	<ul style="list-style-type: none"> • Cover for volunteers as well as employees and Council members, where Council is liable.

Reviewed by Clerk: 15/4/14
Approved at Council meeting: 5th May 2015

Reviewed by Finance Working Group members: 17/4/14
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