

RISK ASSESSMENT AND MANAGEMENT FOR 2020/2021

Area	Risk	Level	Control
Assets	Protection of physical assets	L	<ul style="list-style-type: none"> • Adequate insurance on <ul style="list-style-type: none"> ○ playground and village green equipment ○ Other assets: Laptop, printer & hard drive, defibrillators, phone kiosks, benches, noticeboards, grit bins, “slow” sign 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 cheque, which are signed and countersigned (3 councillors as signatories) • 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 auditing carried out annually by appropriately experienced person • Financial Regulations to be reviewed every 4 years (next due 06/21, delayed due to impact of covid-19 pandemic)
	Precept and grants: not submitted or not paid	L	<ul style="list-style-type: none"> • Minute submission • Confirm receipt and minute
	Incorrect mileage rates/expenses paid to clerk or Councillors PAYE submissions not made in time – penalties levied Clerk paid incorrect amount	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 in 2014/15 at a cost of £48/year, now £81 for FY 19/20 • 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

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			Council meeting and 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 (next due 08/20) • 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 owners of White Hart, at least annually • Health and Safety instructions and risk assessment to be prepared and distributed to Village Green work parties • Health and Safety notice to be placed on Village Green noticeboard
	Adopted phone boxes at Oxen Park and Nibthwaite	M	<ul style="list-style-type: none"> • Risk Assessment carried out every 2 years – due April 2021, delayed due to impact of covid-19 pandemic • 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 and access to legal advice via CALC funded solicitors • 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

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			appropriate
Staff, members, contractors and volunteers	Clerk: loss due to: - resignation - long-term illness preventing undertaking of duties	L	<ul style="list-style-type: none"> • Advertise position • Temporary cover from neighboring Parish Clerk, or other person, funded from reserves • Following appropriate Health and Safety/Public Health guidance to ensure that good working practices are being followed in terms of supporting good physical and mental health and well-being
	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. Reviewed annually – Lengthsman next due April 2021 • Risk Assessment requested to ensure safe way of working, including during the covid-19 pandemic
	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: 14/07/2020

Reviewed by Finance Working Group members: 22/07/2020

Final version approved at Council meeting: 27/07/2020