

**RISK ASSESSMENT AND MANAGEMENT FOR 2021/2022**

Area	Risk	Level	Control
<b>Assets</b>	Protection of physical assets	<b>L</b>	<ul style="list-style-type: none"> <li>• Adequate insurance on                             <ul style="list-style-type: none"> <li>○ playground and village green equipment</li> <li>○ Other assets: Laptop, printer &amp; hard drive, defibrillators, phone kiosks, lawnmower, benches, noticeboards, grit bins, “slow” sign and drainage rods</li> </ul> </li> <li>• Insurance reviewed annually to ensure sufficient cover</li> </ul>
<b>Finance</b>	Loss of cash through theft or dishonesty	<b>L</b>	<ul style="list-style-type: none"> <li>• All financial transactions made by cheque, which are signed and countersigned (3 councillors and clerk as signatories)</li> <li>• Receipts kept by clerk for expenses which are audited</li> <li>• Travel claims to be signed by chair or vice-chair and Clerk</li> </ul>
	Financial controls and records	<b>L</b>	<ul style="list-style-type: none"> <li>• All payments approved and minuted at Council meetings, and cheques signed by 2 signatories</li> <li>• Bank reconciliations reported to Council quarterly</li> <li>• Budget reviewed against accounts twice yearly</li> <li>• Internal audit to include spot-checks on receipts, accounts, cheque book and minuted payments</li> <li>• Internal auditing carried out annually by appropriately experienced person</li> <li>• Financial Regulations to be reviewed every 4 years (next due 06/21, delayed due to impact of covid-19 pandemic)</li> </ul>
	Precept and grants: not submitted or not paid	<b>L</b>	<ul style="list-style-type: none"> <li>• Minute submission</li> <li>• Confirm receipt and minute</li> </ul>
	Incorrect mileage rates/expenses paid to clerk or Councillors  PAYE submissions not made in time – penalties levied  Clerk paid incorrect amount	<b>M</b>	<ul style="list-style-type: none"> <li>• Expenses claim forms to be completed and signed by 2 Councillors and Clerk</li> <li>• End of year checks to be made</li> <li>• Following assessment of the penalty risk (£100) of missing a monthly return, it was decided that the payroll be contracted out at a cost of £120 for FY 21/22</li> <li>• 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</li> <li>• Annual review of Clerk’s salary payments by Finance WG and approved by Council at Annual Council meeting and all amounts paid to be minuted</li> </ul>

## COLTON PARISH COUNCIL

<b>Liability</b>	Risk to third party, property or individuals	<b>M</b>	<ul style="list-style-type: none"> <li>• Insurance in place for:                             <ul style="list-style-type: none"> <li>○ Clerk and Councillors</li> <li>○ Property</li> <li>○ 3<sup>rd</sup> party liability</li> </ul> </li> </ul>
	Bouth Village Green and Playground	<b>M</b>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> 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)</li> <li>• Health and Safety policy in place</li> <li>• Checks of playground and equipment carried out as required by insurers:                             <ul style="list-style-type: none"> <li>○ Monthly formal recorded inspection by volunteer</li> <li>○ Annual Risk Assessment and Inspection by RoSPA (next due 08/20)</li> </ul> </li> <li>• Damage investigated and actioned when reported</li> <li>• Electricity supply for Christmas lights on south Village Green (originally installed by Norweb) tested annually (certificate of compliance) by a qualified electrician</li> <li>• 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</li> <li>• Health and Safety instructions and risk assessment to be prepared and distributed to Village Green work parties</li> <li>• Health and Safety notice to be placed on Village Green noticeboard</li> </ul>
	Adopted phone boxes at Oxen Park and Nibthwaite	<b>M</b>	<ul style="list-style-type: none"> <li>• Risk Assessment carried out every 2 years – due April 2021, delayed due to impact of covid-19 pandemic</li> <li>• Inspections carried out quarterly</li> <li>• Insurance in place for 3<sup>rd</sup> party liability (employees, members and volunteers)</li> </ul>
<b>Legal Liability</b>	Ensuring that all activities are within legal powers (including legal liability wrt lease on Bouth Village Green)	<b>M</b>	<ul style="list-style-type: none"> <li>• Clerk clarifies legal position on any new proposal and access to legal advice via CALC funded solicitors</li> <li>• Legal advice to be sought where necessary</li> <li>• Minutes accurate and legal - approved at following meeting</li> <li>• Declarations of interest to be documented and minuted and any conflict addressed as appropriate</li> </ul>

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<b>Staff, members, contractors and volunteers</b>	Clerk: loss due to: - resignation - long-term illness preventing undertaking of duties	<b>L</b>	<ul style="list-style-type: none"> <li>• Advertise position</li> <li>• Temporary cover from a neighbouring Parish Clerk, or other person, funded from reserves</li> <li>• 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</li> </ul>
	Contractors	<b>M</b>	<ul style="list-style-type: none"> <li>• Ensure hold their own insurance cover, including 3<sup>rd</sup> 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</li> <li>• Risk Assessment requested to ensure safe way of working, including during the covid-19 pandemic</li> </ul>
	Fraud by staff	<b>L</b>	<ul style="list-style-type: none"> <li>• Fidelity guarantee value appropriately set</li> </ul>
	Personal Accident	<b>L</b>	<ul style="list-style-type: none"> <li>• Cover for volunteers as well as employees and Council members, where Council is liable</li> </ul>

Reviewed by Clerk: 23/05/2021

**Final version approved at Council meeting:**