**ELFORD PARISH COUNCIL - RISK ASSESSMENT.**

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| **Risk** | **Level** | **Controls** | **Recommendations** |
| Physical assets owned by Council | M | All assets insured.  Annual Portable Appliance Test for electrical equipment.  Annual inspection of assets. | Keep asset register up to date.  Carry out annual review of insurance cover.  Insure play area structures and office equipment.  Budget for repairs.  Establish earmarked fund for asset replacements. |
| Damage to third party or third party property | M | Risk assessments and inspection of third party documentation; eg Risk Assessments and insurance cover.  Public liability insurance in place  Weekly visual inspection of play equipment.  Annual professional inspection of play area. | Carry out risk assessments for new work.  Check contractors’ insurance cover.  Officials Indemnity Insurance covered.  Insure members for libel and slander.  Statutory insurance. Ensure that volunteers only act under the direction of the Council.  Carry out workplace risk assessment.  Ensure that copies of weekly play area inspection are passed to Clerk. |
| Theft | L | Fidelity guarantee for employees.  Money insured. | Ensure that only officers and Council members have access to Council funds.  Ensure all invoices validated by RFO  Ensure two parish councillors sign all cheques or authorise bank transfers. |
| Office security | M | Sensitive computer data is password protected.  Files backed up on a regular basis  Deeds stored securely and old records archived | Hard drive used.  Archive records taken to Stafford. |

**Areas where there might be scope to work with others to help manage risk.**

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| **Risk** | **Level** | **Controls** | **Recommendations** |
| Provision of services being carried out under agency/partnership arrangements | M | Written and current contracts.  Risk assessments.  Inspection of contractor's insurance. | Cricket and Football Club Leases signed.  Annually review contracts and leases.  Obtain 3 quotes to ensure value for money. |
| Funds and services. | M | Financial Regulations  Reporting of performance against budget quarterly. | Review annually.  Send copies of bank statements to Councillors monthly.  2 Councillors to have online access to bank accounts.  Monthly reconciliation reports. |
| Village Hall | L | Clerk is the Charity Correspondent and receives, and forwards, the annual return to the Charity Commission. No duties other than to hold deeds and maintain boundary fences to ex-brewery land. | Report receipt and subsequent submission of this document to the Council bringing matters of concern to its attention. |

**Area where there might be a need to self-manage risk.**

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| **Risk** | **Level** | **Controls** | **Recommendations** |
| Proper financial records | M | Minutes properly numbered and paginated  Schedule of payments presented with invoices and cheques at each meeting for Council approval.  Internal and External audits  Comply with Transparency Scheme | Make documents available via Publication Scheme.  Appoint knowledgeable auditor.  Quarterly VAT reclaims made.  Income from teams, County Council, etc monitored. |
| Legal powers for all activities | H | Meetings conducted legitimately  Councillors aware of responsibilities | Clerk to service all committees.  Review Financial Regulations annually.  Training for Clerk and Councillors as appropriate.  Register with Information Commissioner annually.  Comply with data protection regulations.  Comply with statutory deadlines. |
| Compliance with employment law | H | Employer’s Liability Insurance | Review Contract of Employment annually.  Annual appraisal.  Pensions Regulator. |
| Taxation | H | Submit PAYE information on time via Basic Tools. Printout of results of HMRC RTI submission. | RFO to keep record on HMRC Basic tools, back up regularly. |
| Precept | M | Appropriate level of funds via budget process.  Maintain accurate accounts to inform decisions. | Ensure reserves and contingencies are appropriate. |

REVISED 6/6/16