

HEMINGFORD ABBOTS PARISH COUNCIL RISK ASSESSMENT

ITEM	DESCRIPTION	Potential Impact	Probability of occurrence	Scale of Risk	PREVENTATIVE MEASURES AND CONTROLS IN PLACE
1	Damage to physical assets owned by the Council, such as - street furniture - playground equipment	2	2	4	Damage to relevant assets (except street lights) is covered by insurance. Light Sinking Fund available to meet cost of street light replacement in the event of unrecoverable replacement cost. Street furniture assets checked regularly. Playground equipment is visually inspected weekly.
2	Legal liability arising from damage to 3* party property or death/injury to individuals as a consequence of the Council's asset ownership or provision of amenities.	3	1	3	Public Liability insurance of £10,000,000 is maintained. Playground equipment is visually inspected weekly and a record kept. Annual safety inspection carried out by a member of Register of Play Inspectors International (RPII) and any recommendations implemented. Regular and responsible maintenance of assets is carried out
3	Extra expenditure incurred through unnecessary deterioration due to neglect of physical assets owned by Council.	3	1	3	Playground has Annual Safety Inspection by a member of RPII. Regular and responsible maintenance of assets is carried out whenever inspection reveals it to be necessary. Street Lighting maintenance contract with K&M Lighting.
4	Loss of Council funds through theft or dishonesty	3	1	3	Financial systems administered by Clerk as Responsible Financial Officer (RFO) and monitored/controlled by the Council under its Financial Regulations; the Financial Regulations are reviewed annually by Council. Fidelity guarantee - assessed annually; currently £150,000 employee cover in place.
5	Council sued or surcharged because of improper or illegal use of funds and/or failing to keep financial records in accordance with statutory requirements	3	1	3	The Council and RFO operate in accordance with Financial Regulations which are reviewed annually by the Council. All expenditure itemised in Minutes of meetings and monitored by the Council. Clerk has attended training by Cambridgeshire and Peterborough Association Local Councils (CAPALC) and refers to them for guidance when necessary. Expenditure permitted by S137 of LGA1972 is listed separately
6	Failure to meet requirements under: <ul style="list-style-type: none"> • Employment law • Inland Revenue (IR) regulations • Customs and Excise regulations 	3	1	3	Clerk has a written contract of employment. IR return submitted annually. VAT return submitted quarterly. Clerk keeps Councillors informed of relevant changes. Internal and External Audit of accounts is carried out annually.

7	Liability for injury or disease to Council employee(s) arising out of their employment	3	1	3	Employer's Liability Insurance cover of £10,000,000 is maintained
8	Failure to ensure all Contractors and/or employees meet their responsibilities for Health & Safety	3	1	3	Clerk writes to Contractors and/or employees and requests their confirmation before they start work that they comply with current HSE requirements.
9	Failure to ensure the adequacy of the Annual Precept and sound budgeting arrangements to provide for the Council's necessary expenditure	3	1	3	Annual Budget prepared by RFO and debated and approved in Council as the basis for the precept. Statements of receipts and payments are prepared at the end of each quarter and provided to Council for review and any required action.
10	Failure to provide the required proper, timely and accurate reporting of Council business in the Minutes of meetings	2	1	2	The Council and Clerk operate in accordance with its Standing Orders governing the production, approval and display of minutes of meetings. The Standing Orders are in keeping with best practice and are reviewed annually by the Council.
11	Failure to ensure proper document provision and control. Loss of documents	3	1	3	Documents are produced and retained in accordance with the Council's published policies and procedures which comply with current requirements and regulations Signed Minutes of meetings are continuously page numbered and retained within Parish by the Clerk for a period as advised by CAPALC. Duplicate copies of signed Minutes are held by Chairman. Archives are stored in County Record Office.
12	Failure to meet the laid-down timetable when responding to Consultations	1	3	3	Clerk monitors timescale requirements and provides advice/ arranges meetings/ sends correspondence to ensure the Council does not miss a deadline
13	Failure to meet the requirements of best practice for a Parish Council to ensure the confidence and trust of the electorate	2	2	4	Parish Council accounts are subject to both internal and external annual audit. A minimum of 10 ordinary Council meetings are held each year. Agenda and Minutes are published on notice boards and website. Chairman presents a report of the Council's activities to the Annual Parish Meeting. Elections held when required under the direction of the Returning Officer.
14	Failure to respond to Electors wishing to exercise their rights of inspection	2	1	2	Council complies with the Freedom of Information Act. Clerk ensures that all Minutes/Agenda and any required financial audit papers are available on notice boards and on website. Clerk provides facility for Electors to inspect all the Council's Public documents by request.
15	Failure to meet the requirements of the Standards Board and the National Code of Conduct for Local Government	2	1	2	National Code of Conduct formally adopted by Council and observance of practice by Council members. Declarations of disclosable pecuniary and other interests from members received and recorded at each Council meeting. Register of Councillors' interests, gifts and hospitality kept by Clerk and copied to HDC Monitoring Officer.

16	Disastrous event within Parish caused by factors outside Council's control e.g. Flood /major emergency	2	1	2	Maintain effective channels of communication and information through Clerk/ Chairman with emergency services and coordinating levels of local government and other authorities - e.g. District Council, Environment Agency etc.
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Probability of Occurrence	Probable (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
			Impact	