



## GREAT ALNE PARISH COUNCIL

### RISK ASSESSMENT AND MANAGEMENT 2021

Area	Risk	Level	Control <i>(and agreed improvements)</i>
<b>Assets</b>	Protection of physical assets	M	Regular inspections. Insurance
	Maintenance of equipment and streetlights	M	Playground equipment currently maintained on an ad hoc basis. Planned maintenance programme of electrical and safety equipment in place.
<b>Finance</b>	Banking	M	Accounts held with high street bank
	Risk of consequential loss of income	M	Insurance cover. Sum insured £10,000 (to cover loss of income and relocating office). Important documents backed-up and taken off premises.
	Loss of cash through theft or dishonesty	M	Receipts issued.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and reported to Council at each meeting. Two signatories on cheques. Invoice and cheques stubs countersigned. Internal and external audit. Internal financial checks at months 5 & 9 of the financial year.
	Comply with Customs and Excise Regulations	L	Use help-line when necessary. VAT claims calculated by Clerk at least annually. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council
	Complying with borrowing restrictions	L	No borrowing likely at present.
<b>Liability</b>	Risk to third party, property or individuals	M	Adequate insurance in place. Open spaces checked regularly. Trees investigated when damage reported.
	Legal liability as consequence of asset ownership (playground, footway lighting, telephone kiosk housing defibrillator)	H	Insurance in place. H&S checklist operated & weekly checks of playground/kiosk & defibrillator undertaken. Written records kept - annual check by ROSPA associated independent inspector

			of playgrounds. Defibrillator info uploaded to Webnos.
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of various national and regional bodies.
	Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue. Internal and external auditors carry out annual checks.
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets bimonthly and receives and approves Minutes of previous meeting. However, Draft Minutes are published within one month of the meeting taking place. Draft and Approved Minutes are made available to press and public via the website, email or by contacting the Clerk.
	Proper document control	M	Documents are held by Clerk. Other data storage to comply with GDPR. Electronic documents are backed up on a monthly basis. Antivirus subscription purchased annually.
	Comply with General Data Protection Regulations	M	Implementation of policy and adherence to recommended procedure. Data protection audit. Consent/ Opt in for email contact group. Email footer. Devices all password protected. Review annually.
<b>Councillor priority</b>	Registers of Interests and Gifts and Hospitality	H	Register of interest completed and available on the website. Gifts and Hospitality register to be considered at May meeting.

*Approved by Councillors at Parish Council Meeting 12 May 2022*