

# HEWORTH WITHOUT PARISH COUNCIL - RISK MANAGEMENT

RISK ASSESSMENT CARRIED OUT NOVEMBER 2020

Area	Risk	Level	Controls ( <i>bold indicates where work is needed</i> )	Responsibility	Timescale
<b>Assets</b>	Damage to or theft of physical assets land, buildings, contents, machinery,	M	The Council has a fully comprehensive insurance policy in place with Community Actions Suffolk / RSA. Policy Number RKL176640 The value of assets is increased annually by RPI. Up to date asset register and machinery list kept. All equipment is kept in a double locked garage, discreetly located by the community centre	RFO	Annually
	play equipment and street furniture	M	Play equipment is regularly inspected annually by RPII and quarterly by Playscheme who also keep it in good repair and weekly visual checks by clerk	RFO	Ongoing
<b>Finance</b>	Loss of monies held in bank accounts	M	Accounts are with Barclays and Yorkshire Bank -	RFO	Monthly
	Risk of consequential loss of income	M	Insurance cover in place. Files backed up regularly.	RFO	Annually
	Financial controls and records	M	Monthly reconciliation prepared by RFO. All online banking. Two signatory checks are required for the processing of any payment. Council agrees payments at monthly meetings, Process online by Clerk / RFO and either Chair or Deputy is authorises as a second chcek - online, to allow payment to proceed. Wages figures checked by RFO, processed by Autella payment company and paid by Clerk / RFO along with all other online banking in the same format.	RFO/Chair / Deputy	Monthly
	Comply with Customs and Excise Regulations	H	Vat returns completed 6 monthly or when a significant amount around £1000 can be claimed. Internal auditor provides double check.	RFO/Internal Audit/Council	6 Monthly
	Budget Process	M	Parish Council consider detailed budget proposals in November and Precept by January. Expenditure and income to budget is compared and reported to council every month.	HWPC / RFO	Annually

Liability	Risk to third party, property or accident cover for employees and members accident cover for employees and members.	M	Heworth Without Parish Council has public liability insurance of £5,000,000 Royal Sun Alliance RKL176640. It also has personal accident cover for employees and members. Employers Liability Royal Sun Alliance RKL176640 expires 31/5/2021 Employers Liability £5,000,000. Trees are investigated when damage reported.	Clerk	Annually
	Legal liability as consequence of asset ownership - playgrounds and Open Spaces	H	Public liability insurance in place. Weekly checks of play area, Quartley Operational Inspections by Play Scheme and Annual RPII inspection all with written reports	Clerk / Open Spaces	Ongoing
	Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.	M	Included in insurance policy.	HWPC	Ongoing
Employer Liability	Comply with employment law	M	Clerk is MCIPD qualified and an Employment and business Lecturer. Clerk is member of YLCA and doing iLCA course. Council is also member of Yorkshire Local Councils Association	HWPC	Ongoing
	Comply with Inland Revenue requirements	M	Regular advice from HMRC and use of its website. Internal auditor carries out annual checks. External audit.	Clerk	Ongoing
	Safety of Staff	M	Groundsman is a loan worker, so reports to Clerk by mobile. Risk Assessments are in place for groundsman. Clerk works from home, there are no council offices.	Clerk	Ongoing
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice is sought where necessary. Council is member of YLCA. For out of the ordinary expenditure clerk to identify power being used in the minutes.	Clerk	Ongoing

	Proper and timely reporting via the minutes	M	Council meets monthly and minutes are always circulated prior to them being approved at the next meeting. Minutes are made available via the website to Public and Press and copies can be obtained from clerk upon request. Each minute is identified by a unique number which also identifies the year it was written.	Clerk	Ongoing
	Proper document control	M	Original lease for Stray Road Playing field stored in office. Land registered at Land Registry. Documentation retained for six years or as guidance.	Clerk	Ongoing
	Liable and slander/officials indemnity	M	Insurance in place up to £350,000	Clerk	Ongoing
Councillors Propriet	Register of Interests and Gift and Hospitality	H	Register of interest completed. To the best of the clerk's knowledge this is up to date and accurate. A copy is held by the Monitoring Officer of the CoYC. Not had any Gifts & Hospitality so far.	Clerk	Ongoing
	Policy in place		Register held by the Clerk and updated annually or when appropriate.	Clerk	Ongoing
	Equal Opportunities	H	Policy in place	Clerk	Ongoing
	Data Protection	H	GDPR Assessment in place, policy and controls adopted and in place and reviewed when necessary. New Clerk attended a course in Summer 2020	Clerk	Ongoing