

HEWORTH WITHOUT PARISH COUNCIL - RISK MANAGEMENT

RISK ASSESSMENT MAY 2024

| Area | Risk | Level | Controls (<i>bold indicates where work is needed</i>) | Responsibility | Timescale |
|----------------|---|-------|--|-------------------------------|-----------|
| Assets | 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 / ANSVAR. 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 | Clerk / RFO | Annually |
| | Allotments - 14 plots | L | Regular checks to be carried out on the allotment area. Any issues noted to be raised at the next council meeting. Each allotment holder to have a signed tenancy. Payments to be made at the start of each (financial) year. | Clerk | Monthly |
| | Damage to Notice Boards and Benches | L | Monthly checks undertaken by Clerk. Clerk possesses emergency powers to deal with urgent repairs. Notice board provision considered by council on a monthly basis. | Clerk | Monthly |
| | 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 | Clerk | Ongoing |
| Finance | Loss of monies held in bank accounts | M | Account is with Barclays Bank only | 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 authorises payments as a second check - online, to allow payment to proceed. Wages figures checked by RFO, processed by Autella payment company and payslips and HMRC PAYE info are issued. Paid by Clerk / RFO along with all other online banking in the same format. | RFO/Chair / Chair / Deputy | Monthly |

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| | 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 |
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| 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 £10,000,000 ANSVAR. It also has personal accident cover for employees and members. Employers Liability ANSVAR expires 31/5/2025. Employers Liability £10,000,000. Trees within the Playarea and Allotments are managed by HWPC - others within the Parish on Highways are managed by CYC. HWPC instruct a Tree Surgeon to conduct a 5 year inspection with an annual inspection for thoroughness. Visual checks by clerk / groundman. Trees are investigated when damage reported. | Clerk / Open Spaces | Annually |
| | Legal liability as consequence of asset ownership - playgrounds and Open Spaces | H | Public liability insurance in place. Weekly checks of play area, Quarterly Operational Inspections by Play Scheme and Annual RPII inspection all with written reports. Any works carried out are investigated first under Control of Contractors | 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 |
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| 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 |

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| | 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 lone 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 |
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| 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. Filed for HWCommunity Centre Land (Land only) to be registered with Land Registry - in hands of Solicitors. | Clerk | Ongoing |
| | Fidelity Guarantee | M | Insurance in place up to £100,000 | Clerk | Ongoing |
| | Liable and slander/officials indemnity | M | Insurance in place up to £250,000 | Clerk | Ongoing |
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| Councillors Propriety | 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 |

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| | 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. CiLCA Qualified 2023 | Clerk | Ongoing |
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To be reviewed May 2025