

Hapton Parish Council Risk Assessment Register 2019

Service Area	Identified Risk	Action		
<p><u>Insurance</u></p>	<p>Public Liability - Statutory</p> <p>Employers Liability (Statutory)</p> <p>Monetary loss, theft.</p> <p>Fidelity Guarantee (Members and Employees)</p> <p>Physical Assets / property (Theft \ Loss \ Damage)</p> <p>Loss of revenues</p> <p>Libel and Slander</p> <p>Personal Accident (Members and Employees)</p> <p>Buildings Insurance - Turning Circle Garages</p> <p>Event Insurance</p>	<p>Continue existing Cover (£5,000,000)</p> <p>Continue existing cover (£10,000,000)</p> <p>Continue existing cover (£250,000) - review annually</p> <p>Continue existing cover (£25,000) - review annually</p> <p>Continue existing Cover Maintain up to date Register of Assets and valuation</p> <p>Not covered</p> <p>Continue existing cover (250,000)</p> <p>£500,000 any 1 person £2,000,000 any 1 incident</p> <p>Insurance to be taken out</p> <p>Quote to be requested at renewal</p>		
<p><u>Personnel</u></p>	<p>Members</p> <p>Loss of Members reducing effectiveness of Council</p>	<p>Immediate statutory notification of vacancy and procedure for nomination and election Continuing advertising of vacancy with view to co option</p>		
<p><u>Clerk</u></p>	<p>Loss of services of Parish Clerk</p>	<p>Develop and maintain manual of key administrative and financial activities. Designate Member with relevant experience to act as Clerk on interim basis. Appoint sub committee to co-ordinate appointment of replacement clerk. Take appropriate steps to recover Council's computer and other records and notify Bank and other correspondents of change of address of the Council</p>		
<p><u>Administration</u></p>	<p>Loss of Parish Council Records - Fire or theft</p> <p>Inadequate information available to Councillors affecting decision making process</p> <p>Inaccurate or delayed reporting of Council business to members and electors</p> <p>Collective responsibility of Council undermined by individual or unauthorised action by members</p> <p>Improper Document Control</p> <p>Incomplete and inaccurate register of Members interests</p>	<p>Implement security back up system of all electronic data. Copies to be retained by second independent person. Paper records to be retained in appropriate filing system and consideration be given to long term storage</p> <p>Appropriate training for clerk and members Continue membership of LALC and NALC</p> <p>Ensure that all minutes properly numbered and paginated with master copy, signed as correct record by the Chair of the meeting after appropriate resolution and kept in safe custody</p> <p>members to be aware of responsibility as a member of a collective Body. All correspondence to be directed via the Parish Clerk. Any individual meetings to be recorded by appropriate minute, retained by the Clerk and reported to the full Council at the next appropriate meeting</p> <p>Develop, improve and maintain procedures for document receipt, circulation to Members, response, and filing.</p> <p>develop, implement and maintain procedures for recording and monitoring member's interests. Ensure members aware of current version of Codes of Conduct.</p>		
<p><u>Allotments</u></p>				

	Loss of rental income from vacant plots	Continue to re-let plots as soon as possible Ensure waiting list is maintained up to date to ensure that potential tenants can be contacted .		
	Unexpected expenditure and repairs	Monitor expenditure regularly and implement policy for control of authorised work on allotments.		
<u>Finance and accounting</u>	inadequate\ improper financial records	Ensure RFO familiar with current best practice and undergoes regular update training.		
	Expenditure incurred outside legal powers of the Council	Minutes should identify the precise powers under which expenditure is approved.		
	Council in breach of Revenue and Customs regulations	Claims for VAT refunds to be submitted annually. RFO to ensure that claims for VAT refunds permissible under regulations. RFO to ensure that remuneration of employees of the Council properly accounted for under PAYE regulations.		
	Non Compliance with statutory deadlines for completion \ approval \ submission of accounts and other returns	RFO to ensure that accounts are maintained up to date and can be completed and submitted by deadlines		
<u>Data Protection</u>	Council in breach of Data Protection Registration rules	Review requirement for registration, appoint data controller and Register if required.		
<u>Site</u>	<u>Hazard and Risk</u>	<u>To Whom</u>	<u>Existing Controls</u>	<u>Additional Controls</u>
Recreation Ground	Rubbish tipping/Litter Climbing on Community Centre roof	Footpath walkers Youths	Regular checks and clearing of rubbish	Anti vandal paint and notices
	Overhanging trees and shrubs Steep slope to Community Centre Barbed wire Poisonous plants(ragwort)	Footpath users Footpath users Footpath users	Regular checks and clearing of rubbish Regular checks for damage Regular checks and removal	Fence
Allotment Paths	Overhanging trees and shrubs Barbed wire Uneven paths	Footpath users Footpath users Footpath users	Regular checks and cutting back Regular checks for damage Regular checks	Warning notices Allotment holders to be responsible Allotment holders to be responsible