

**WITHYHAM PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2020**

Responsibility: Finance & Administration/Full Council

Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
October 2020	October 2021

Area	Risk	Level	Control <i>(and agreed improvements)</i>
Assets	Protection of physical assets	M	Assets listed and insured (cover of £134,456). Insurance provision tallies (Zurich) and asset register to be reviewed May 2021.
	Legal liability resulting from ownership of assets	M	Legal expenses for any claim from public as a result of losses/damage arising from Council's property covered by insurance policy.
	Security of buildings, equipment etc	M	Alarm on Parish Offices. Contents insured (see above). Tools and road sweeper's equipment kept in locked storage with alarm. Container also padlocked.
	Maintenance of buildings etc	M	Lease commenced 1 April 2013. Planned programme of electrical and fire equipment in place. Works undertaken to address damp completed 2019.
Finance	Banking	M	HSBC and Nationwide provide secure online facilities.
	Loss of cash through theft or dishonesty/ fraudulent issue of cheques	M	Fidelity Guarantee currently set at £500,000 (confirmed sufficient). Regular review of internal office procedures by internal auditor.
	Financial controls and records	M	Monthly reconciliation carried out by Clerk and countersigned by Chair of Finance and Administration Committee. Two councillor signatories on cheques and both clerks dual signatories for online banking in place, following 2 councillors checking the invoices. Internal and external audit.
	Comply with VAT Regulations	M	VAT payments and claims calculated by Clerk. Internal and external auditor to provide double check. Six monthly process in place.
	Sound budgeting to underlie annual precept	M	Finance & Admin Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Finance & Admin Cttee meetings.
	Complying with borrowing	L	Anticipate borrowing though PWLB. A

	restrictions		fully considered borrowing policy to be agreed.
Liability	Risk to third party, property or individuals	M	Insurance in place. Any contractor to hold at least £5M Public Liability Insurance. Trees investigated when damage reported and professional tree action survey to be undertaken autumn 2020 as per tree survey.
	Legal liability as consequence of asset ownership (especially playgrounds)	H	Insurance in place. Regular checks of playgrounds and youth shelter, written records kept. Annual play ground checks by external body.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies giving advice. All employees have a contract of employment.
	Comply with HMRC requirements	M	Quarterly returns to the Inland Revenue, as advised by Payroll Service provider. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	M	Lone worker policy in place and reviewed regularly. Covid Risk Assessment in place (2020) and under regular review
Legal Liability	Ensuring activities are within legal powers	M	Councillors apprised of legal powers and restraints. Clerk to identify legal position on any new proposal. Legal advice to be sought where necessary. Clerk CiLCA qualified.
	Proper and timely reporting via the Minutes	M	Council meets monthly and receives and approves Minutes of meetings held in interim. Minutes circulated to members within one week. On approval by relevant Committee meeting, minutes made available to press and public at the Parish Office and via the web site.
	Proper document control	M	Leases and legal documents in Parish Office (copies). Electronic data backed up to server, including monthly backups of RBS finance package. Document retention and destructions policy reviewed annually. Clerk registered as a data controller with Information Officer.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Councillors should declare any interest where necessary at meetings. Councillors agree to adhere to written Code of Conduct when taking office.

