

## Colgate Parish Council Risk Assess-Amended and Re Adopted 12<sup>th</sup> February 2018

(12<sup>th</sup> June 2017(updated)Review due June 2018.)

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential risks inherent in the operations or practices. Based on a recorded assessment the Parish Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all Council members are made aware of the results of the risk assessment bi monthly at the full council meetings.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following risk assessment plan was generated which identifies the areas to be managed, what the risk may be and the risk mitigation.

This document will be reviewed annually in February.

Subject	Risk	Level of Risk	Management/control of risk	Actions/comments/	Responsibility
Council Records - paper	Loss through theft, fire or damage.	L	Archive material kept securely in metal cabinet.		Clerk and Chair
Electronic -	Loss through technology failure		Current working documents, and historical minutes and accounts kept by clerk. Paper and electronic copies kept. Computer systems is backed up daily by an external IT company. Clerk’s laptop is encrypted. Copies of policies on website		

Financial planning	Adequacy of precept	M	An annual budget is set ensuring a sufficient precept to allow the council to achieve its objectives. The budget update is reported quarterly. The annual budget is set around November, based on past expenditure and the council's objectives. The Council also has reserves.	Follow financial regulations Ensure the council makes the decision.	Clerk and councillor overseeing Finance
Financial controls	Inadequate banking checks and financial controls. Loss through theft. Timely collection of income due	L	The Council has Financial Regulations which set out the requirements for budgets, banking, cheques and reconciliation of accounts. This includes all income being paid into the bank. Clerk is limited to £100 for non approved expenditure. Accounts and budgeting are audited internally and externally annually. The Clerk records when income is due and monitors against this. Council has robust internal checks in place	Review the Financial regs annually	Clerk Councillor overseeing finance Int auditor
Election Costs	Costs when a full election takes place	M	The Council has set in place an election fund where currently £100 each financial year is set aside to minimise the financial risks if there is a contested election.	Update –surplus from precept has now been ring-fenced for election costs	Clerk

Assets	Loss or damage	L	An asset register is maintained and insurance is held at the appropriate level for all items. Regular checks are carried out on all assets by councillor quarterly any concerns reported to clerk. AEDs checked monthly	Quarterly check report at full council meeting unless an imminent danger to public and then report immediately to clerk.	Councillors
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L M L	An annual review is undertaken of insurance arrangements at the Annual Parish Council meeting. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and council to ensure the cover conditions are complied with. Risk assessments are carried out for any new events. Public liability document to be displayed on notice boards	Clerk to liaise with insurance company if and when required, to ensure compliance. Clerk to complete risk assessments for relevant activities. Review due May 2016-additional residents due to KWV expansion	Clerk
Clerk	Loss of clerk  Fraud	M  L	Key information and documents regularly shared with all Cllrs and key documents are posted online. Ensure chair has passwords to e mails and documents.  Ensure fidelity guarantee insurance adhered to.	Chair and Cllr Davies is nominated as authorised person with the external IT company.	All councillors
Member interests	Failing to disclose interests	L	Members are required to disclose interests at the	Code of Conduct guides councillors	All councillors

			meeting and declare these on the interest's form, as per regulations - failure to do so can result in a fine. Interests are also reviewed by individual Members at the Annual Parish Council Meeting.		
Actions undertaken	Ensuring decisions and actions are legal	L	Clerk and Cllrs attend regular training, which is provided for in the budget. Council has access to support and information documentation for reference. Membership to SALC, HALC and SLCC for support and backup. Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to check legality of decision if council is unsure. Maintain an up to date copy of Arnold Baker reference guide.		All councillors and clerk
GDPR	Ensure the council abides by the new regulations	L	Clerk and councillors to keep up to date with new regulation by attending workshops and reading literature and updates provided by SALC.	Ensure a DP officer is appointed by May 18	Councillors, clerk and DP officer.
Health and safety Council	activities	L	Meetings held in Colgate village hall, Faygate Village Hall or Durrants Village Social Club		Clerk and councillor overseeing H and S

	Liability	L	<p>which are considered adequate, with clerk collecting the key or a Councillor if the clerk is unavailable.</p> <p>Risk assessments to be carried out for any new activities and events, as per the council's Financial Regulations. Public liability insurance is held. Council to ensure any activities undertaken are covered by insurance.</p>		
	Staff-litter picker	M	<p>Ensure self-risk assessments are carried out by employee and the council review risk assessment annually.</p> <p>Ensure employee has correct clothing-high viz.</p> <p>Employee is trained on safety at work and working on a highway.</p>		
	Clerk –home worker	L	<p>Risk assess annually to ensure it meets specification.</p>		