

Briercliffe Parish Council Risk Assessment Register 2015

Service Area	Identified Risk	Action		
<u>Insurance</u>	Public Liability - Statutory	Continue existing Cover (£5,000,000)		
	Employers Liability (Statutory)	Continue existing cover (£10,000,000)		
	Monetary loss, theft.	Continue existing cover (£250,000) - review annually		
	Fidelity Guarantee (Members and Employees)	Increase existing cover (£45,000) - review annually		
	Physical Assets / property (Theft \ Loss \ Damage)	Continue existing Cover Maintain up to date Register of Assets and valuation		
	Loss of revenues	Not covered		
	Libel and Slander	Continue existing cover (250,000)		
	Personal Accident (Members and Employees)	Not covered		
	Buildings Insurance - Turning Circle Garages	Insurance taken out		
<u>Personnel</u>				
Members	Loss of Members reducing effectiveness of Council	Immediate statutory notification of vacancy and procedure for nomination and election Continuing advertising of vacancy with view to co option		
<u>Clerk</u>	Loss of services of Parish Clerk	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		
<u>Administration</u>	Loss of Parish Council Records - Fire or theft	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		
	Inadequate information available to Councillors affecting decision making process	Appropriate training for clerk and members Continue membership of LALC and NALC		
	Inaccurate or delayed reporting of Council business to members and electors	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		
	Collective responsibility of Council undermined by individual or unauthorised action by members	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		
	Improper Document Control	Develop, improve and maintain procedures for document receipt, circulation to Members, response, and filing.		
	Incomplete and inaccurate register of Members interests	develop, implement and maintain procedures for recording and monitoring member's interests. Ensure members aware of current version of Codes of Conduct.		
<u>Allotments</u>				
	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.		

<p><u>Precept</u></p>	<p>Precept not raised following proper detailed consideration</p> <p>Precept not properly accounted for</p>	<p>Accurate evaluation of costs of undertaking required works, properly presented to Council prior to request to Borough council.</p> <p>Budget and works programme to be monitored monthly and reviewed by Council at least quarterly.</p>		
<p><u>Finance and accounting</u></p>	<p>inadequate\ improper financial records</p> <p>Expenditure incurred outside legal powers of the Council</p> <p>Council in breach of Revenue and Customs regulations</p> <p>Non Compliance with statutory deadlines for completion \ approval \ submission of accounts and other returns</p>	<p>Ensure RFO familiar with current best practice and undergoes regular update training.</p> <p>Minutes should identify the precise powers under which expenditure is approved.</p> <p>Claims for VAT refunds to be submitted annually. RFO to ensure that claims for VAT refunds permissible under regulations.</p> <p>RFO to ensure that remuneration of employees of the Council properly accounted for under PAYE regulations.</p> <p>RFO to ensure that accounts are maintained up to date and can be completed and submitted by deadlines</p>		
<p><u>Data Protection</u></p>	<p>Council in breach of Data Protection Registration rules</p>	<p>Review requirement for registration, appoint data controller and Register if required.</p>		
<p><u>Site</u></p> <p>Bus Turning Circle</p> <p>Allotment Paths</p> <p>Triangle at Halifax Rd</p> <p>Granville St</p>	<p><u>Hazard and Risk</u></p> <p>Rubbish tipping/Litter</p> <p>Climbing on garage roofs</p> <p>Overhanging trees and shrubs</p> <p>Steep slope to Community Centre</p> <p>Barbed wire</p> <p>Poisonous plants(ragwort)</p> <p>Overhanging trees and shrubs</p> <p>Barbed wire</p> <p>Uneven paths</p> <p>Overhanging shrubs</p> <p>Rubbish tipping</p> <p>Rubbish tipping</p> <p>Climbing on garage roofs</p> <p>Climbing on walls</p>	<p><u>To Whom</u></p> <p>Footpath walkers</p> <p>Youths</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Footpath users</p> <p>Children</p> <p>Children/youths</p> <p>Children</p>	<p><u>Existing Controls</u></p> <p>Regular checks and clearing of rubbish</p> <p>Regular checks and clearing of rubbish</p> <p>Regular checks for damage</p> <p>Regular checks and removal</p> <p>Regular checks and cutting back</p> <p>Regular checks for damage</p> <p>Regular checks</p> <p>Regular grass and shrub cutting</p> <p>Regular checks by PC</p> <p>Gardeners</p> <p>Regular checks and clearing</p>	<p><u>Additional Controls</u></p> <p>Anti vandal paint and notices</p> <p>Fence</p> <p>Warning notices</p> <p>Allotment holders to be responsible</p> <p>Allotment holders to be responsible</p> <p>Anti vandal paint & notices</p> <p>Uneven top stones</p>