

Council & Financial Risk Assessment

Name of Organisation:	Kings Hill Parish Council	Start Date:	01/05/2017
Person Responsible:	Julie Pilbeam	Date of Assessment:	02/05/2018
Name of Risk Assessor:	Julie Pilbeam	Date of Review:	01/05/2019

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Potential Severity of Harm (High, Med, Low)	Additional Control Measures Necessary	Likelihood of harm occurring (High, Med, Low)	Action by Whom	Action by When
PHYSICAL ASSETS								
1.	<u>Protection of Physical Assets owned or managed by the Parish Council</u> <ul style="list-style-type: none"> • Community Centre building • Youth Facility Extension • Sports Park Pavilion • Contents of the Community Centre, Youth Facility, Sports Park & Bar • Machinery and tools at Sports Park • Contents of the Offices • Allotments • Play equipment – Anson Avenue • Notice boards 	Parish Council Staff Members of the public	<ul style="list-style-type: none"> • Insured: Liberty (CNA Policy PR0003876) • Insured: Zurich (Policy YLL-122021-2473) • Asset lists and inventory undertaken & reviewed at least annually • Disposals always reported and approved by Full Council and included in the minutes. 	High		Low		

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	<ul style="list-style-type: none"> Bus shelter Salt bins Benches Stage Village Sign 							
2.	<u>Maintenance of physical assets owned by the Parish Council</u> See list of assets categories above	Parish Council Staff Members of the public Hirers	Regular periodic in-house & independent inspections & reviews undertaken for all physical assets	Medium	Health and Safety Audit flagged up the necessity for more regular spot checks	Medium	Clerk	Ongoing
3.	<u>Protection of Security of Building and Contents</u> <ul style="list-style-type: none"> Community Centre Parish Office Youth Extension Sports Pavilion 	Parish Council Staff	Insured: Zurich Policy YLL-122021-2473 Provision of CCTV system and regular reviews Provision of well-maintained fire alarm Provision of security alarm at SP pavilion	High		Low		
PUBLIC LIABILITY								
4.	<u>Safety of the public in areas under the Parish Council's responsibility</u>	Parish Council Staff Members of the public Hirers	Anson Avenue playground, open space, Garden Way & Lapins Lane – open spaces and KH Sports Park – quarterly inspection undertaken External contractor undertakes regular maintenance work	Low		Low		

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			Review contractor's quality of work during quarterly inspection. Regular inspections by officer. Ensure appropriate certificates are held by contractors					
5.	<u>Events organised by the Parish Council</u>	Parish Council Staff Members of the public Hirers	Individual event risk assessments undertaken and approved by the Clerk.	Medium		Low		
6.	<u>Events organised by others on Parish Council Property</u>	Parish Council Staff Members of the public Hirers	Risk assessment to be undertaken by organiser and approved by Clerk. Parish Council risk assessment to be undertaken where appropriate.	Medium		Low		
SECURITY								
7.	<u>Buildings</u>	Parish Council Staff Members of the public Hirers	CCTV Policy in place & controlled by senior staff only to reduce abuse. Information released to police only. Security alarm in place at the Sports Park Key-holders notified to Liberty	Low		Medium		

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			Front door lock changed. All hirers with keys have signed a disclaimer and an up to date list of kept of key-holders.		Up to date key list to be checked	Medium	Clerk	30/11/2017
8.	<u>Bar – security – Community Centre and Sports Park</u>	Parish Council Staff Members of the public Hirers	Stock rooms locked and controlled by Bar supervisors. Stock insured: Zurich (Policy YLL-122021-2473) Keep stock at minimal levels reasonable Conduct monthly stock takes as a minimum	Medium		Medium		
LEGAL LIABILITIES								
9.	<u>Protection for Legal Liabilities</u> <ul style="list-style-type: none"> • Public Liability • Hirer’s Indemnity • Officials indemnity • Employers Liability • Libel & Slander • Personal Accident • Fidelity Guarantee 	Parish Council Staff Members of the public Hirers	Insured: Zurich (Policy YLL-122021-2473)	High		Low		
10.	<u>Compliance with Employment Law and Inland Revenue Regulation including VAT</u>	Parish Council Staff Members of the public	Quarterly VAT returns to HM Revenue and Customs Use of computerised accounting system to prepare VAT returns	Medium		Low		

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		Hirers	Reconciliation of VAT returns to balance sheet Use of Sage computerised Payroll system Monthly payment of PAYE & NIC Council to obtain professional HR Advice where necessary		Council to procure HR and legal advisor on retainer agreement	High	Clerk	30/11/2017

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11.	<u>Health and Safety</u> <ul style="list-style-type: none"> Risk Assessments 	Parish Council Staff Members of the public Hirers	<p>The following risk assessments undertaken annually and reviewed periodically:</p> <ul style="list-style-type: none"> Council, Financial & Staff including COSHH, manual handling, lone working Buildings & sites Open Spaces Allotments Events 					
			Incidents reported through the Clerk and records maintained.					
			Accident books kept at the Community Centre and Sports Park.					
			Regular item on Full Council agenda to allow reporting to be done if required.					
12.	<u>Fire Training and Fire Emergency Plan</u>	Parish Council Staff Members of the public	<p>Emergency plan given to all hirers with booking</p> <p>Emergency plan displayed prominently in building</p>	High		Low		

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		Hirers	Training for Fire Marshall course undertaken. New employees to undergo training as part of their induction. Action plan required after additional training. Regular fire alarm drills. All staff to undergo regular fire training.					
13.	<u>Contracts</u>	Parish Council Staff	Receive legal advice at appropriate level for the following: Leases Licences Tenancy agreements	Medium		Low		
FINANCES AND BANKING								
14.	<u>Keeping Proper Financial Records</u>	Parish Council Staff	Independent Internal Audit – twice a year and reported to FHR Committee/Full Council. Accounts for payment – list emailed out to all cllrs weekly prior to signature of payments. Full monthly list of payments approved at Full Council meetings. All cheques/payments to be signed by 2 signatories.	Medium		Low		

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			Use of computerised accounting package					
			Financial records presented to FHR bi-monthly & Full Council quarterly.					
15.	<u>Banking Arrangements</u>	Parish Council Staff	Regular bank reconciliations undertaken for all bank accounts.	Medium		Low		
			FHR Committee verify bank statements and balances to bank reconciliation.					
			Cheques received are recorded and banked promptly.					
			Ensure that cash funds are spread around various banks to reduce the risk of any one institution becoming vulnerable.					
16.	<u>BACs and other Payments</u>	Parish Council	Staff to follow agreed procedure. Form to be completed for every transaction and signed by 2 bank signatories and officer completing the transaction.	Medium		Low		

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			The payment is verified against the bank statement and signed by a councillor at FHR meetings.					
17.	<u>Bar – accounting – Community Centre & Sports Park</u>	Parish Council	Analysis of takings on an event by event and monthly basis. VAT accounted for through RBS	Low		Medium		
18.	<u>Archery – accounting – Sports Park</u>	Parish Council	Control sheets undertaken for each session.	Low		Low		
19.	<u>Archery – accounting – Sports Park</u> <u>Bar – cash – Community Centre & Sports Park</u>	Parish Council Parish Council	Monthly reconciliation undertaken by AFO and verified VAT accounted for through RBS. Insurance of cash in place.	Low		Low		
20.	<u>Bar – cash – Community Centre</u> <u>Petty Cash</u>	Parish Council Parish Council	Ensure that cash is stored in the safe after each event and banked on the next working day. Cash is counted and verified by the CC staff 2 signatures required on petty cash slips	Medium		Medium		
21.	<u>Petty Cash</u>	Parish Council	Receipts required Reconciliation to float	Low				

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			done monthly			Low		
			Insurance against theft					
			Petty Cash controlled by the AFO at the Parish Office and Sports Park Manager at the Sports Park.					
			RFO approves and signs reconciliation					
			Quarterly spot checks of cash floats by RFO.					
			For named personnel only – Clerk/RFO and AFO					
22.	<u>Expenses - councillors</u>	Parish Council	Reconciliations undertaken monthly.	Low		Low		
			Expenditure reported at every FHR meeting and reconciliation verified					
			All expenses must be approved by the RFO					
23.	<u>Expenses – staff</u>	Parish Council Parish Council	Reconciliations of councillor expenses undertaken prior to payments made every month	Low		Low		
			Mileage claims checked against attendance register at other meetings and training events					

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			Use of shared transport with other councillors or staff required.					
			Expenses policy in place All expenses must be approved by the RFO.					
24.	<u>Expenses – staff</u>	Parish Council Parish Council	The Clerk's expenses must be approved by the Chairman of the Parish Council. All payments signed by 2 councillors Lists of all cheques circulated to all councillors weekly prior to signature of cheques in the office. Receipts must be attached (with the exception of mileage claims) Mileage claims checked against attendance register at other meetings and training events. Use of shared transport with other councillors or staff required. Regular credit control	Low Low	Introduction of payment in advance for SP (from September 2016)	Low Medium	SP Mgr	31/08/2016
25.	<u>Bad Debts</u>	Parish	Ensuring chqs received	Low				

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	<u>Compliance with Audit Requirements</u>	Council	are recorded and banked promptly Payment in advance of bookings Any bad debts are approved by Full Council Private Bookings – deposit required Introduction of payment in advance for CC from January 2016 Independent Internal Audit undertaken three times a year.			Medium		
26.	<u>Ensuring adequacy of Annual Precept</u>	Parish Council	Regular variance analysis undertaken and reported to FHR and Full Council.	Medium		Medium		
27.	<u>Ensuring adequacy of Annual Precept</u>	Parish Council	Budgeting process to include previous year's actual figures compared to budget	Medium		Medium		
28.	<u>Accurate reporting of Council Business in Minutes</u>	Parish Council Members	Draft minutes sent to all members with agenda. All committee minutes confirmed at monthly Full Council. Meetings and minutes properly numbered. Publish minutes on	Low				

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			website and in KLZ.					
29.	<u>Adoption and Adherence to the Code of Conduct</u>	Parish Council Members	Procedures for Members adoption of the Code of Conduct. Each Member provided with copy of the Code Information pack provided for all new Members Offer training for new councillors. DPI's for each member on website	Low				
30.	<u>Computer Failure</u>	Members Staff	Daily remote back-ups taken by EIS Surge protection fitted Occasional check that back-ups can be restored IT contract in place to maintain system	Medium				
30. Allotments	<u>Tenancy agreements</u>	Parish Council	Review of signed agreements to ensure they are all in place prior to residents taking control of their plot	Low				

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			Deposits held in suspense and administered by Deputy Clerk <hr/> Regular risk assessment of area			Low		