

STAMFORDHAM PARISH COUNCIL RISK ASSESSMENT JANUARY 2018

Public Liability: There is a risk of damage to third party property or individuals as a result of Council's activities. Insurance cover is in place to cover this up to a maximum of £5,000,000. Risk can be reduced by regular inspections of play areas and other Council property to ensure that hazards are removed or dealt with.

Risk Assessment: **MODERATE**

Employers Liability: Risk of injury to or death of any employee (including Councillors and voluntary workers) whilst carrying out the business of the Council is covered by insurance to a maximum of £10,000,000

Risk Assessment: **LOW**

Damage to property: Physical assets owned by the Council (play equipment, seats and benches, street furniture, bus shelters etc) may be damaged by accident or vandalism. Insurance to cover such damage is in place, but in some instances will only be effective if damage is by impact (eg) collision. Value of cover is specified in the Policy but is based on replacement value.

Risk Assessment: **MODERATE**

Loss of money: Loss or damage to cheques receivable or other non-negotiable drafts is unlikely to occur, but if it did happen, cover is in place up to £250,000. Cash belonging to Council in the private house of any Councillor or Clerk could be lost or stolen, although as handling of cash is negligible it is most unlikely. However, insurance cover for such loss is in place up to £250.00

Risk Assessment: **VERY LOW**

Fidelity Guarantee: There is a very small risk of fraud by any Councillor or Clerk in collusion, as has been in evidence in other Councils. Good practice in fund control by having two Councillor Signatories needed for cheque payments, while the unused cheques are in Clerk's custody, with regular checks on payment records and bank statements by a non-signatory (Internal Auditor) will ensure risk is kept to a minimum. Insurance cover is in place to a standard maximum of £25,000.

Risk Assessment: **VERY LOW**

Statutory requirements: Council must be seen to be carrying out its statutory obligations. This includes having a minimum number of meetings with access allowed to the public; publication of agendas at least three days before meetings and of minutes within a reasonable time after meetings. These must be available for public inspection. The standard procedure is for agendas, minutes, budgets and accounts to be displayed on the Parish Council noticeboard, together with statutory notices relating to the holding and conclusion of audits. The account books are available for inspection by members of the public at any reasonable time by arrangements with the Clerk. Members Declarations of Interests are held by the County Council Monitoring Officer. Publication of information must and does comply with the current Publication of Information Scheme approved by the Information Commissioner.

Risk Assessment: **LOW**

Activities of the Council: Council is authorised to carry out its business by a number of Acts of Parliament, details of which were given in the leaflet “**POWERS AND DUTIES OF PARISH COUNCILS as at December 1999**” as amended. Council must ensure that it does not carry out activities which are outside its legal powers. In practice, very few of the possible powers are used. In addition to expenditure on activities under the Acts, Council may spend upto £7.57 per elector per year on “Section 137”. This covers grants to charitable organisations which could be of help to at least one resident of the Parish; and any other activity which would be of benefit to a resident or residents of the Parish. Care must be taken not to exceed the Section 137 limit which stands at around £5299 for 2018/2019.

Risk Assessment: **LOW**

Fraud and Corruption: Care must be taken to ensure that Members or Clerk do not benefit financially by being awarded contracts for services to Council which could be performed more cost effectively by other contractors. In the case of the Clerk’s salary under a Contract of Employment, the level of salary must be agreed by Council on a yearly basis and minuted as such. The Clerk’s expense claims must be scrutinised by Members before payment. Councillors must ensure that they declare any interests in Council meetings according to the Code of Conduct.

Risk Assessment: **LOW**

Loss of Clerk: Normally the Clerk holds all records of the Council. In order that the unforeseen loss of the Clerk (eg by accident or sudden death) does not disrupt Council’s operations, the Chairman or other designated person should be aware of the administrative systems and whereabouts of records, both paper and electronic.

Risk Assessment: **MODERATE**

CM: 18.1. 2018