

Gittisham Parish Council – Risk Assessment Management (Revised May 2019)

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
Assets					
2 bus shelters 3 notice boards Cow springer Bird's nest spring Double cradle swing Verso roundabout Navis stand-on seesaw Castle tower & slide Roll-on log 2 x Defibrillators	Protection of physical assets.	L	M	Insurance; defibrillator is locked	Annual Insurance and regular monitoring of property
Security of above assets	Weather, fire and/or vandalism.	L	M		Maintenance when necessary
Maintenance of above assets	Inadequate maintenance of buildings etc.	L	L	Contingency funding; Community Heartbeat Trust provides serviceability checks for defibrillator. Defib manufacturer supports the service for 7-8 years	Regular inspection; review when defib manufacturer support expires (Sept 2024)
Insurance	Inadequate cover or over insurance	L	M	Annual review of insurance with brokers.	Maintain existing procedures.

	increasing costs unnecessarily.			Annual review of asset values.	
Finance					
Precept	Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves.	L	M	Budget and Precept considered by Council each year. Sound budgetary control. Expenditure considered at every meeting	Maintain existing procedures
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliation each month	Maintain existing procedures
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal & external audit presented to Council. Finance considered at every meeting	Maintain existing procedures
Computer records	Loss of data through system error, theft, flooding or fire.	L	H	Back-up on completion of all entries.	Monthly back-up to finance software kept on 'Cloud'.
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	L	L	Ensure adequate reserves. Ensure adequate insurance cover.	Maintain existing procedures
Cash	Loss through	L	L	Very little cash held	Maintain Insurance

	theft or dishonesty.				
Budget	Inadequate budget preparation leading to inability to fulfil obligations	L	M	Few obligations. Income and expenditure considered at every meeting by council	Maintain oversight.
Tenders	Best value not achieved.	L	L	Best practice procedures followed	Maintain procedures
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	All invoices recorded and filed on receipt. Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques and initialling of cheque stubs. List of cheques presented to full Council monthly.	Maintain existing procedures
Cheque Books	Loss of cheques. Fraudulent use	Low	High	Cheque books kept in safe place Signed cheques written without delay.	Wherever possible write out cheques before meeting
Receipts	Services provided by Council but not paid for	L	L	No services supplied	NA
Grants	Mismanagement of Grant Aid powers.	Low	Low	Formal applications only considered by full council. Budgets adhered to.	Maintain existing procedures

Salaries	Incorrect payments to staff (rates, NI, tax)	Low	M	All expenditure agreed at each meeting. Payments audited annually.	Maintain existing procedures
Salaries	Payments not made to HMRC	L	M	Real time payment facility at HMRC ensures records kept.	Maintain existing procedures
Election Costs	Inability to meet costs	Low	Low	Provision made in budget annually	Maintain existing procedures
VAT	Errors in calculation. Payments not made to HMRC.	Low	L	Comply with HMRC regulations. Annual returns to be made. Internal audit.	Maintain existing procedures
Annual Return	Inability to conduct year end close on time/not submitted on time	L	L	Book internal audit early	Maintain existing procedures
Liability					
Third parties	Risks to third party, property or individuals	L	Medium	Public & Products liability insurance in place (limit of indemnity £6m)	Insurance cover to be reviewed annually.
Staff	Compliance with Employment Law	L	Medium	Employer Liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually
All personnel	Health & Safety matters	Medium	Medium	Health & Safety policy in place	Maintain existing procedures
Parish lengthsman	Risks to third party, property or	Medium	Medium	Council covered by separate public liability	Parish council elects to provide public

	individuals			insurance if lengthsman found to be negligent; protective clothing to be worn at all times; warning signs to be erected in advance of work; training certificate required for powered equipment; carry mobile phone or advise clerk on location and contact on return; general training on work within the highway; lengthsman is Chapter 8 trained	liability indemnity to provide cover for claims up to a value of £5m.
Defibrillator	Risks to individuals through incorrect use	High	High	Training provided to users. Calling 999 and taking instructions from the ambulance service will automatically cover you under their insurances, according to Community Heartbeat Trust	Legal advice to be sought where required
Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal	Legal advice to be sought where required
Flooding	Risk of flooding to properties if maintenance	Low	Low	Lengthsperson trained by DCC	Regular monitoring by councillors in consultation with the

	work is not carried out effectively or unable to be carried out				lengthsperson
Administration					
Councillor propriety	Incomplete register of interests.	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor propriety	Failure to declare interests	Medium	Low	Regular reminder to members; declarations of interest presented at each meeting	Maintain existing procedures
Councillor/staff propriety	Breach of confidentiality	Medium	Low	Regular reminder to members/staff	Maintain existing procedures
Reports and records	Improper and untimely reporting of meetings via the minutes	L	L	Council to meet monthly to receive and approve minutes of meetings Minutes to be made available on website and on notice boards within 5 working days of a meeting where possible.	Maintain existing procedures