



SHOTGATE PARISH COUNCIL RISK ASSESSMENT

Risk Assessment



MARCH 10, 2021

REVIEW DATE MAY 2022

Minute ref,

RISK	IMPACT	CONTROL ACTION
Protection of assets and damage or injury to third parties as a consequence of authority amenity or service	<ol style="list-style-type: none"> 1. Injury or damage caused to persons or property by unsafe equipment (Street lamps, bus shelters, seats noticeboards and village signs owned by authority) 2. Injury or damage caused to persons or property by unsafe equipment (Office equipment owned by authority) 	<p>Maintenance programme with contractors and handyman. Faults reported to relevant person for repair. Maintain current Asset Register. Regular review of Public Liability insurance coverage</p> <p>Maintenance checks weekly by Cllrs. reported incidents to Clerk. Replacement or repair of defective items. Maintain current Asset Register. Regular review of Employers Liability insurance coverage.</p>
Liability of asset ownership	<ol style="list-style-type: none"> 1. Legal action or liability 	<p>Regular review of risk and public liability insurance coverage.</p>
Injury to public or damage of property as a consequence of contractors	<ol style="list-style-type: none"> 1. Liability for legal action 2. Liability for necessary repairs 	<p>Specific instructions to contractors. Contractors to have public liability insurance coverage</p>
Theft of Assets	<ol style="list-style-type: none"> 1. Loss of asset 2. Liability of court action 	<p>Secure assets where possible Regular inventory checks Regular review of insurance coverage.</p>
Loss of funds due to dishonesty or theft	<ol style="list-style-type: none"> 1. Loss of public funds 2. Liability of court action 	<p>Adherence to Councils Financial Regulations Regular financial/internal audit checks</p>

		Regular review of safeguards and Fidelity insurance coverage
RISK	IMPACT	CONTROL ACTION
Slander and Libel	<ol style="list-style-type: none"> 1. Personal affront 2. Court action 	<p>Exercise caution and discretion at all times</p> <p>Abide by Code of Conduct</p>
Visits by public and councillors to Clerk's Home used as Council Offices.	<ol style="list-style-type: none"> 1. Possible injuries 	<p>Visits by appointment only.</p> <p>Normal safeguards to ensure safety</p> <p>Insurance coverage</p>
Adherence to lawful orders	<ol style="list-style-type: none"> 1. Offence under Health and Safety 2. Offence under Equal Opportunities 3. Offence under Data Protection 4. Offence under Employment Law 5. Offence under Disability Law 6. Offence under Discrimination Act 7. Offence under Human Rights Act 	<p>Ensure understanding of relevant law. Clerk and Councillors to maintain regular training on all Lawful Procedures.</p>
Accounting Risks	<ol style="list-style-type: none"> 1. Inadequate banking arrangements 2. Fraud and corruption 3. Non-adherence to financial controls 	<p>Adherence to Councils Financial Regulations.</p> <p>Regular internal audit - 2 signed signatories for BACS</p> <p>Regular bank reconciliations - 2 signed docs & Invoices</p> <p>Internals controls adhered to.</p>
Section 137 of the Local Government Act	<ol style="list-style-type: none"> 1. Misuse of correct funding 2. Reputation of Council 	<p>Ensure that conditions of Section 137 are met and adhered to</p> <p>Separate accounting for Section 137 payments</p>

		Clearly record resolution in Minutes.
RISK	IMPACT	CONTROL ACTION
Keeping of Records and Documents	<ol style="list-style-type: none"> 1. Loss of information 2. Supply of wrong information 	<p>Ensure regular scrutiny by internal audit</p> <p>Regular review of internal controls</p>
Value Added Tax	<ol style="list-style-type: none"> 1. Failure to pay or claim 2. Court action 3. Loss of repayment funds 	<p>Ensure VAT regulations are adhered to</p> <p>Regular internal audit checks</p> <p>Regular prompt request for repayment</p>
Annual Precept	<ol style="list-style-type: none"> 1. Inadequate funds 2. Over funding 	<p>Ensure Financial regulations are adhered to</p> <p>Precept to be dealt with and discussed at full Council</p> <p>Responsible Financial Officer to make recommendations to</p> <p>Ensure sound budgeting process arrangements</p>
Council business and instructions	<ol style="list-style-type: none"> 1. Instructions not carried out 2. Poor administration 3. Deadlines not met 	<p>Ensure all instructions carried out</p> <p>Minutes to show instructions</p> <p>Regular internal audit checks</p>
Dealing with public and rights of inspection	<ol style="list-style-type: none"> 1. Loss of confidence by public 2. Loss of Councils reputation 3. Possible legal action 	<p>Adherence to clear legal obligations</p>
Members Register of Interests and Code of Conduct	<ol style="list-style-type: none"> 1. Inappropriate gains 2. Loss of reputation to member 	<p>Adherence to clear Code of Conduct</p>

	3. Loss of Councils reputation 4. Possible legal action	
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RISK	IMPACT	CONTROL ACTION
Documents Retained	1. Loss of documents 2. Fire or theft 3. Malfunction of computer	Metal cabinet used for approved minutes Documents regularly backed up on disk Documents retained with Chairman on separate back-up disk and updated at meetings.
Bus Shelter(s)	1. Damage to shelters 2. No smoking signs 3. Graffiti	Weekly inspected by Councillors. Report to B.D.C. and Police
Park Garden Planters	1. Damage 2. Graffiti 3. Theft of plants	Weekly inspected by Councillors. Police Reports where necessary.
Benches	1. Theft 2. Damage/Graffiti	Weekly inspected by Councillors. Police Reports where necessary.
Outdoor games Tables	1. Theft 2. Damage/Graffiti	Weekly inspected by Councillors. Police Reports where necessary.
Notice Board	1. Damage to notice board	Weekly inspected by Councillors.
Flower Towers/Baskets	1. Damage to Flower planting scheme	Weekly inspected by Councillors and reported to planting company
Christmas Tree	1. Theft 2. Damage	Weekly inspected by Councillors. Police Reports where necessary.
Volunteers/Payback	Injury to person or property as a direct result of works carried out on behalf of the council	Ensure all Insurances are in place to cover any public liability claim.
Events	Injury to any persons or property during a Parish Council run event.	Full Risk Assessment carried out for each event. Ensure all vendors are fully insured & licenced. Report any health & safety issue back to Events Committee.