

LOGGERHEADS PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal Control</u>	<u>Audit / Action</u>
1. Loss of or damage to fixed assets				
a) Bus Shelter	M	Material Damage	Fixed Asset Register	Annual Review of insurance
b) Notice Boards	L		Continual Inspection by Clerk	
c) Office Equipment	L			
d) Office Furniture	L			
e) Laptop	L			
2. Liability as consequence of asset ownership				
a) Injury to members of the public using car park	L	Public Liability	Keep grass cut	Inspection by Clerk / Cllrs Risks re-assessed regularly Annual review of Insurance
b) Injury to members of the public on parish owned land	L			
3. Provision of services, or amenities and organising events - damage to persons and third party property				
a) Grass cutting contract		Contractor	Check contractors insurance certificates	
4. Consequential Loss				
a) Loss of rent	L		Allotment Lease	
5. Loss of Cash				
a) Theft of funds / investments through fraud or dishonest staff	M	Fidelity	Quarterly bank reconciliations approved by the council	Review amounts covered
6. Injury to Council employees				
Unsafe working practices	L	Employers Liability	Working practices reviewed	Annual Health & Safety assessments
House visits/aggressive behaviour	L	Personal Accident	Members should not make visits alone	

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7. Loss to Council through poor performance
of or fraud by contractors / suppliers

L

Review contracts annually
Obtain at least three quotes for all major work
Audit all work done before payment

8. Business Risks of the Council failing to:

Act within its Legal Powers
Keep proper financial records
Comply with borrowing restrictions
Comply with employment law, IR & C&E Regs

Adequate annual precept in line with budget

Ensure proper use of funds granted to
community bodies under specific powers or
Section 137

Keep accurate minutes of council business

Respond to electors wishing to exercise
their rights of inspection

Safeguard documents

Keep adequate computer back ups

Up to date Register of Member's Interests &
Gifts Hospitality

Minute power under which expenditure made
Monthly acc's & bank reconciliations
LPC has no borrowings
Contracts for all staff
Quarterly returns for PAYE & NI and annually for VAT
Annual budget discussed at Finance Cmt
Accounts prepared against budget and
reviewed monthly

Application forms sent out and completed
by community bodies.

Numbered minutes signed and copies
kept in separate place
All correspondence logged and distributed
to Councillors each months, responses
recorded and then filed in the office.

All computer records backed up regularly onto external harddrive. All files stored on Parish Council laptop

Keep an external hard drive in a
separate location

Members requested to inform clerk of any
change in interests which are entered in
the Register and also logged with the
District Council monitoring Officer.