



LOGGERHEADS PARISH COUNCIL April 2020

Risk Assessment and Management: April 2020 L=Low M=Medium

| | <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 Shelters b) Notice Boards c) Laptop/printer d) Speed signs | M | Material Damage | Fixed Asset Register Continual Inspection by Clerk / Councillors | Annual Review of Insurance |
| 2. | Liability as consequence of asset ownership a) Injury to members of the public on parish owned/leased land b) Injury to members of the public using play equipment at the four play areas (Tadgedale Brook; Almington, Bell Orchard and Knighton Railway Cutting) | M | Public Liability | Keep grass cut Carry out inspections of areas Carry out inspections of trees on a regular basis Inspections carried out weekly of play areas by play area inspector Annual inspection by external qualified company | Risks re-assessed regularly Annual Review of Insurance |
| 3. | Provision of services, or amenities and organising events – damage to persons and third party property a) Grass cutting contract b) Tree cutting | L | Contractors | Check contractors insurance certificates. Speed Watch operates under police | |

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|----|---|-------------|---------------------------------------|--|--------------------------------------|
| | c) Speed Watch Group activity d) Loggerheads Voluntary Car Scheme | | | insurance. Covered by Council's insurance. Cllrs on committee to prepare update reports twice a year | |
| 4. | Consequential Loss a) Loss of Allotment Rent | L | | Signed Allotment agreement in place | |
| 5. | Loss of Cash a) Theft of funds / investments through fraud or dishonest staff | M | Fidelity | Monthly Bank Reconciliations approved by the Finance Committee | Review amounts covered |
| 6. | Injury to Council employees a) Unsafe Working practices b) House visits / aggressive behaviour | L L | Employers Liability/Personal Accident | Working practices reviewed Members should not make home visits alone | Annual Health and Safety assessments |
| 7. | Loss to Council through poor performance of, or fraud by contractors / suppliers | L | | Review contracts regularly Obtain at least three quotes for all major work Audit all work done before payment | |
| 8. | Business Risks of the Council failing to:- a) Act within its Legal Powers b) Keep proper Financial Records c) Comply with Borrowing Restrictions d) Comply with Customs and Excise | M M M | | Minute approval for expenditure Carry out monthly accounts and bank reconciliations LPC has no borrowings VAT payments and claims prepared by Clerk and checked by Finance Committee Contracts for all staff | |

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| | e) Comply with employment law | M | | | |
| | f) Comply with Inland Revenue requirements | M | | Regular Advice from HM Revenue & Customs. Internal and external auditor to carry out annual checks. Annual budget discussed at Finance Committee meeting & agreed at full Council. | |
| | g) Adequate annual precept in line with budget | M | | | |
| | h) Ensure proper use of funds granted to community bodies under specific powers or Section 137 | M | | Accounts prepared against budget and reviewed monthly. Application forms completed by community bodies and check that specified work/project has been carried out. Numbered minutes approved and signed. Minutes made available to press and public via website. All computer records backed up regularly onto external hard drive. Key documents to be stored at the bank. All data storage to comply with Data Protection Act. | |
| | i) Keep accurate minutes of Council business | M | | | |
| | j) Proper document control | M | | | |
| | k) Up to date Register of Members Interests and Gifts Hospitality | M | | Members requested to inform Clerk of any change in interests which are entered in the Register and also logged with the Borough Council Monitoring Officer. | |