

# Steeton-with-Eastburn Parish Council

## Risk Assessment and Management

Date of review: 23 March 2017

Area	Current risks	Level	Control
Assets	Protection of physical assets	Medium	Buildings insurance in place and increased annually, subject to inflation, for Community Hub. Community Hub fixtures and fittings insured. Community hub security alarms checked annually by qualified contractor  All risks insurance in place for Chairman's badge Maintenance and repair of all play areas and sports fields and equipment carried out by City of Bradford Council.
	Fire, water, utilities risks-Community Hub	Low	Fire risk survey carried out April 2013 Fire Safety Action Plan in place and reviewed annually. Gas and electric safety carried out annually by qualified contractors, water safety risk assessment done. Fire alarms, emergency lighting and water temperature checked monthly..
	Security of physical assets	Medium	Chairman's badge kept at Chairman's residence Christmas lights kept in the Community Hub and at clerk's residence Limited number of key-holders for the Community Hub, location of all keys is logged.
Finance	Banking	Medium	All balances held with a high street bank Fidelity insurance of £250,000 in place ( increased in June 2016 as a recommended by internal auditor)
	Financial controls and records	Medium	Monthly reconciliation carried out and account balances reported to the council. Two signatories on all cheques Internal and external audit checks in place Financial regulations reviewed annually
	Comply with Customs and Excise Regulations	Medium	VAT claims calculated by the Clerk. Internal Auditor provides a secondary check.
	Sound budgeting to underlie annual precept	Medium	Council receive detailed budgets in late autumn. Precept derived directly from this budget. Expenditure against budget reported to council quarterly.
	Comply with PAYE and National Insurance regulations	Medium	PAYE carried out by Bradford Community Payroll services. Internal Auditor provides a secondary check.
	Complying with borrowing restrictions	Low	No borrowing at present
	Loss of money due to staff or member criminal activity	Low	Fidelity guarantee insurance for £250,000 in place ( increased in June 2016 as a recommended by internal auditor)
Liability	Risk to third party, property, individuals, councillors and employees.	Medium	£10,000,000 third party liability insurance in place £10,000,000 Employer's liability insurance in place Accident insurance for employees and members in place.
	Legal liability as consequence of asset ownership	High	£10,000,000 third party liability insurance in place Legal expenses insurance up to £50,000 in place ROSPA checks on play equipment undertaken every six months by City of Bradford Council. Weekly safety checks on play equipment carried out by Parish Council contractor.
Legal Liability	Ensuring activities are within legal powers	High	Clerk checks legal position of any new proposal. Legal advice to be sought where necessary. Legal expenses insurance cover in place.
	Proper and timely reporting via minutes	Medium	Minutes of meetings are approved by the council on a monthly basis. Minutes are made available to press and public in the council notice-boards and on the website.
	Proper document control	Medium	Legal documents and deeds are kept in secure fire proof safe by the Clerk. All electronic documents are automatically backed up to an offsite facility.

Area	Current risks	Level	Control
Councillor propriety	Register of interests and gifts and hospitality in place	Medium	Register of interest completed. Councillors are reminded of their obligations re gifts and hospitality by way of printed details on each agenda. Libel and Slander insurance up to £250,000 in place for members
Elections	Risk of a by election being called as a result of a vacancy and consequent cost to the Council	Medium	A reserve fund of £10,000 is ring fenced to cover the cost of a possible election