

## ELFORD PARISH COUNCIL - RISK ASSESSMENT.

<b>Risk</b>	<b>Level</b>	<b>Controls</b>	<b>Recommendations</b>
Physical assets owned by Council	L	All assets insured. Annual inspection of assets.	Keep asset register up to date. Carry out annual review of insurance cover. Insure play area structures and office equipment. Budget for repairs. Continue earmarked fund for asset replacements.
Damage to third party or third party property	L	Risk assessments and inspection of third party documentation; eg Risk Assessments and insurance cover.  Public liability insurance in place  Weekly visual inspection of play equipment.  Annual professional inspection of play area.	Carry out risk assessments for new activities. Check contractors' insurance cover and risk assessment. Officials Indemnity Insurance covered. Insure members for libel and slander. Statutory insurance. Ensure that volunteers only act under the direction of the Council. Ensure that copies of weekly play area inspection are forwarded to Clerk.
Theft	L	Fidelity guarantee for employees. Money insured.	Ensure that only officers and Council members have access to Council funds. No petty cash. Ensure all invoices validated by RFO Ensure two parish councillors sign all cheques or authorise bank transfers.
Office security	L	Sensitive computer data is password protected. Files backed up on a regular basis. Deeds stored securely and old records archived.	Hard drive/One Drive used. Archive records taken to Stafford.

### Areas where there might be scope to work with others to help manage risk.

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Provision of services	L	Check contracts/agreements if applicable	Annually review contracts and leases. Obtain 3 quotes to ensure value for money.
Funds.	L	Financial Regulations Reporting of performance against budget quarterly.	Review annually. 2 Councillors to have online access to bank accounts. Monthly reconciliation reports.

Village Hall	L	Clerk is the Charity Correspondent and receives, and forwards, the annual return to the Charity Commission. No duties other than to hold deeds and maintain boundary fences to ex-brewery land.	Report receipt and subsequent submission of this document to the Council bringing matters of concern to its attention.
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**Area where there might be a need to self-manage risk.**

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Proper financial records	L	Schedule of payments presented with invoices and cheques at each meeting for Council approval. Internal and External audits Comply with Transparency Scheme	Make documents available via Publication Scheme. Appoint knowledgeable auditor. Quarterly VAT reclaims made. Income monitored.
Legal powers for all activities	L	Meetings conducted legitimately Councillors aware of responsibilities	Clerk to service all committees. Review Financial Regulations annually. Training for Clerk and Councillors as appropriate. Register with Information Commissioner annually. Comply with GDPR and Transparency Code.. Comply with statutory deadlines.
Compliance with employment law	L	Employer's Liability Insurance	Review Contract of Employment annually. Annual appraisal. Comply with Pensions Regulator.
Taxation	L	Submit PAYE information on time via Basic Tools. Printout of results of HMRC RTI submission.	RFO to keep record on HMRC Basic tools, back up regularly. Copy available with payment list and invoices at meetings.
Precept	L	Appropriate level of funds via budget process. Maintain accurate accounts to inform decisions.	Ensure reserves and contingencies are appropriate.

Approved 14/5/19