

FILLONGLEY PARISH COUNCIL

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RISK ASSESSMENT POLICY/RISK MANAGEMENT SCHEME

AREA	RISK	LEVEL	CONTROL MEASURES IN PLACE	RESIDUAL RISK	RECOMMENDATIONS
Assets	Damage to buildings	Medium	<ul style="list-style-type: none"> Insurance of football changing room 	<ul style="list-style-type: none"> Insurable damage. Low risk 	<ul style="list-style-type: none"> Review annual policy
	Damage to other assets	Medium	<ul style="list-style-type: none"> Respond to maintenance issues in a timely manner 	<ul style="list-style-type: none"> Breakage Low risk 	<ul style="list-style-type: none">
	Damage/Wear to play equipment	High	<ul style="list-style-type: none"> Weekly visual checks, quarterly checks (NWBC) and RoSPA Annual check to be undertaken on play equipment. 	<ul style="list-style-type: none"> Breakage/ vandalism Medium risk 	<ul style="list-style-type: none">
Finance	Loss of cash through theft or dishonesty	High	<ul style="list-style-type: none"> Multiple signatures (2) on all cheques raised. Cheques to be raised at a scheduled PC meeting wherever possible. No post-meeting cheques to be raised without prior approval at a scheduled PC meeting. Any post-meeting cheques raised to be recorded in the following monthly PC meeting Minutes under Finance. No signatory to any cheque to be related to the payee. 	<ul style="list-style-type: none"> Low risk 	<ul style="list-style-type: none"> Review at will to ensure the control measures are being followed.

AREA	RISK	LEVEL	CONTROL MEASURES IN PLACE	RESIDUAL RISK	RECOMMENDATIONS
	Financial controls and records	Medium	<ul style="list-style-type: none"> • PC Financial Regulations are in place • Ensuring that cheque numbers match invoices and are recorded in PC Minutes under Finance. • Quarterly finance reports/audit by Councillors • Six monthly internal audit • Annual external audit 	<ul style="list-style-type: none"> • Low risk 	<ul style="list-style-type: none"> • Review at will to ensure the control measures are being followed.
	Comply with Customs and Excise Regs	Low	<ul style="list-style-type: none"> • VAT forms to be submitted annually 	<ul style="list-style-type: none"> • Low risk 	<ul style="list-style-type: none"> • Ensure in annual audit that applications have been made.
	Sound budgeting to underlie annual precept		<ul style="list-style-type: none"> • An accurate account of annual PC spending to be kept and a budget to be carried out at the end of each year in order to establish sufficient precept allowance is applied for. 		
	Complying with borrowing restrictions	Low	<ul style="list-style-type: none"> • No borrowing planned 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
PUBLIC LIABILITY	Risk to third parties as consequence of asset ownership (esp. burial ground & playground)	Medium	<ul style="list-style-type: none"> • Accuracy/cover of Insurance Policies to be checked annually. • Weekly checks of playgrounds and skatepark. Written records kept 6 monthly checks by ROSPA of playgrounds and skateboard park. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Periodic checks by Councillors on written records.

			<ul style="list-style-type: none"> themselves that any contractor employed by them complies with the relevant sections of the Code of Practice for Safety at Streetworks and Roadworks. Employer Liability Insurance in place Regular advice from Inland Revenue. Internal and external auditor carry out annual checks. 		
	Comply with Inland Revenue requirements	Medium			
HEALTH & SAFETY LIABILITY	Risk to members, employees and members of the Public	Medium	<ul style="list-style-type: none"> comply with Health & Safety guidelines. 		

Adopted : (signed at Annual Council Meeting on 16th May 2019)

Date approved/signature: 18/5/23

16/5/24

15/5/25

