

Stutton cum Hazlewood Parish Council Risk Assessment & Management 2016

Area	Risk	Level	Control
Assets	Protection of physical assets	M	Buildings and street furnishings are insured.
	Maintenance of buildings, etc.	M	Seats maintained on an ad hoc basis with repairs completed as and when. Street Lights and Underpass lighting inspected monthly and defects reported. Dog bins and Grit bins maintained.
Finance	Banking	M	Two accounts held (current, business reserve). Any excess funds in the current account are regularly transferred to the business reserve account.
	Loss of cash through theft and dishonesty	M	Receipts issued. Insurance cover for fidelity guarantee.
	Financial Controls and Records	M	Two signatories on cheques. Internal and External Audit. Monthly reconciliation prepared and reported to the Council at each meeting.
	Sound budgeting to underlie annual precept	M	Precept derived to sustain expenditure. Expenditure against budget reported to Council every 6 months.
Liability	Risk to third party, property or individuals	M	Insurance in place.
Employer Liability	Comply with employment law	M	Membership of Yorkshire Local Council Associations and Society of Local Council Clerks
	Comply with Inland Revenue requirements	M	Clerk paid – PAYE account set up with HMRC.
Legal Liability	Ensuring Activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary

	Proper and timely reporting via the minutes	M	Council meets monthly (except August) and receives and approves minutes of meetings. Minutes are made available to press and public
	Proper document control	M	Leases and deeds kept by Clerk
Contractors	Undertaking work for the PC	M	Contractors must have Public Liability Insurance, Health & Safety Codes.
Councillor Propriety	Registers of Interests and gifts and hospitality in place	H	Register of Interest completed and held by Clerk

Reviewed by Council

Date _____ Signed _____