

Cheddleton Parish Council Risk Assessment

AREA	RISK	CONTROLS
Finance	Insurance Cover – Public Liability, Employers Fidelity Guarantee, etc.	Will continue to be covered under combined Insurance Cover which is Index Linked. It is also the Council’s aim to ensure the robustness of the Insurance Provider and always respond to Audit Commission advice.
	Banking & Loss of Revenue	Banking & Investments in NatWest Accounts/ Public Sector Deposit Fund. No permitted transferrals without Council approval.
	Financial Controls	Cheques to be signed by two Council members. A system generated/typed list of accounts/balance sheet/bank reconciliation/budgets is issued monthly for Council approval. Invoices are always produced for inspection. Checked by a nominated Councillor. All accounts are recorded in the Council minutes. Internal and External Audit.
	Comply with current Customs and Excise regulations	V.A.T. payments and claims calculated by Clerk in accordance with regulations. Internal and External Audit.
	Annual Precept – Sound Budgeting to underlie Annual Precept Requirements.	Committees receive detailed budgets between November and December. The required budgets of each committee are examined by the Finance Committee before being finally approved by the Council.
	Rialtas Alpha Software Accounts Package	Kept up to date for inspection and aids in producing audit/annual returns.

	Cash handling & banking	All revenue banked by the Clerk as soon as possible following receipt of cheques or cash.
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Assets	Protection of Assets	Buildings & contents adequately covered – value increases annually – Index Linked cover.
	Security of Buildings	Alarms fitted & doors are kept locked when not in use. Keys are held by the Caretakers, Handyman & Clerk only.
	Maintenance of Buildings	Programme of electricity & safety of equipment, in place. Regular maintenance works carried out by Handyman & the Asst. Handyman.
	Loss of Income	Receipts issued for all revenue received. Receipt books and bookings checked by Clerk. No cash or cheques are left on the premises.
	Public Liability Cover	Insurance Cover adequate.
	Craft Centre Hirers – contents	Agreements in place. Hirers are responsible for their own Insurance cover.
	Fire	Fire Extinguishers + Fire Blankets are installed, and these are checked annually by an approved contractor. Notices are displayed, drawing attention to the fire regulations & the drill in case of an emergency. Fire Risk Assessment carried out by qualified person.
	Emergency Exit Doors	These are fitted and the necessary directional signage installed. All emergency doors are kept clear at all times.
	Register of Assets	It is the Council's aim to maintain an up to date register of assets, as per. the Insurance Cover.

	First Aid Kit – Regulations	A First Aid Kit is provided, and notices are displayed.
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Open Space	Liability – Risk to third party	The Council has a group of volunteers. Adequate Insurance Cover is in place. Areas are checked, trees investigated when damage reported, and the necessary action is taken.
Play Areas	Liability, risk to third party	Insurance cover, in place. Weekly checks carried out of all equipment. Litter is also picked up and removed from the site. This work is carried out by the Handyman and recorded on his Time Sheets. Where equipment is found to be damaged repairs are carried out or the piece of apparatus is removed immediately. It is also the Council’s policy to respond to reports of incidental damage, from the public or council members
		An Annual Inspection by Wicksteed Leisure is carried out and a report is issued. The reports are considered by the relevant committee and action taken where necessary.
Burial Grounds / Cemetery	Safety of Headstones/Liability	Memorial stones are installed by approved Memorial Masons. Stones are installed under the 1995 Regulations. Graves and Memorials are inspected fortnightly by the Handyman. Full Risk Assessment Annually by The Clerk.
	Maintenance	The maintenance/grass cutting is carried out by an approved contractor who holds his own public liability cover. Litter and Burial Ground Waste is removed weekly.

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Employees	Employer Liability	The Council always aims to comply with regulations and Employment Law. Advice is taken when necessary.
	Inland Revenue Requirements	Regular advice is obtained. Tax and N.I. contributions are calculated using the CD produced and issued by HM Revenue & Customs. The regulations concerning self employed personnel are adhered to.
	Service interruption due to long term absence of the Clerk.	Locum panel of experienced Parish/Town Clerks can be provided by the SLCC in the case of an emergency. Councillors would also be able to provide assistance. Highlighted shortfall in Burials so needs to be addressed as clerk only person able to complete documentation.
	Long term absence of Caretaker	Caretakers would be able to job share. The Clerk would be able to cover and take charge of the bookings.
	Resignation of the Clerk, Handyman or Caretaker	With Council approval the vacancy would be advertised immediately.
	Control of Staff	The Clerk has overall responsibility for the activities of all staff employed by the Council.
	Payroll	Monthly/fortnightly cheque payments are made to employees – to cover: Salaries/Time sheets. Cheques are signed by two Councillors and the amount is recorded in the minutes of the Council meeting.

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Legal Liability	Activities of the Council / Legal Powers	Prior to making a decision it is always the Council's aim to clarify the legal position on any new proposal. Legal advice is sought whenever necessary.
		The Council meets monthly and always receives for approval the minutes of all meetings.
	Document Control	Original deeds and documents are stored at the Solicitors and copies are kept in the office of the Clerk.
Councillors Propriety	Members compliance	Declarations of Interest / Code of Conduct / Gifts and Hospitality regulations are in place and adhered to.
GDPR	Email Accounts for Councillors	New Councillor Email addresses for Council Members for Council use only.
Internal Controls	Insurance/Liability etc.	It is the Council's aim to carry out an annual review of the risk and adequacy of cover for all activities, Namely: Public Liability, Employers Liability, Money, Fidelity Guarantee, Loss of Revenue, Officials Indemnity, Libel & Slander, Personal Accident, Legal Expenses, Damage or Loss of Property, Business Continuity. The Finance Committee to be responsible for this. An Independent Internal Auditor is appointed annually. All minute books, cash books, registers, insurance cover etc. are issued for inspection.
Pandemics	All new legislations.	Clerk to keep up with any changes to legislation to remain compliant.