

**EAST CHILTINGTON PARISH COUNCIL
RISK ASSESSMENT SCHEDULE**

Risk Identified	Impact H/M/L	Likelihood H/M/L	Controls	Adequate Y/N	Comments
REF: FINANCIAL REGULATIONS 15. INSURANCE					
Protection of physical assets:- <ul style="list-style-type: none"> • Notice boards. • Seats • Rotunda • Phone Box – Book swap box • Marquees 	M	M	Regular visual inspections Insurance cover in place. Assets Register maintained	Y	Regular visual inspections. See separate schedule. Cover reviewed annually.
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public. (Public liability)	M	L	Public Liability Insurance Cover in place	Y	
Loss of cash through theft or dishonesty (Fidelity guarantee)	L	L	Insurance cover in place	Y	Very little cash received by council.
Legal liability as a consequence of asset ownership (Public liability)	L	L	Insurance cover in place	Y	
REF: FINANCIAL REGULATIONS GENERAL					
Keeping proper financial records in accordance with statutory requirements	H	L	Checked at Internal Audit Financial Regulations	Y	Bank statements signed and expenditure approved at PC meetings
REF: FINANCIAL REGULATIONS REVISION OF FINANCIAL REGULATIONS					
Ensuring that all business activities are within legal powers applicable to local councils.	L	L	Advice taken on all issues that are not clear. (SALC etc)	Y	

			Review the Financial Regulations from time to time, monitor changes in legislation		
REF: FINANCIAL REGULATIONS LOANS AND INVESTMENTS					
Complying with restrictions on borrowing	M	L		Y	
REF: FINANCIAL REGULATIONS PAYMENT OF SALARIES					
Ensuring that all requirements are met under employment law and Inland Revenue regulations	M	L	Ensure Council understands and complies with current PAYE and National Insurance legislation	Y	Checked at Internal Audit
REF: FINANCIAL REGULATIONS INCOME					
Ensuring that all requirements are met under Customs and Excise regulations	M	L	Ensure Council understands and complies with current VAT legislation	Y	Checked at Internal Audit
REF: FINANCIAL REGULATIONS ANNUAL ESTIMATES (BUDGET) BUDGETARY CONTROL					
Ensuring the adequacy of the annual precept with sound budgeting arrangements	M	L	Reviewed regularly by council	Y	Forecasts for income and expenditure for current year produced quarterly showing comparison to actual and original budget
REF: FINANCIAL REGULATIONS ORDERS FOR WORK, GOODS AND SERVICES CONTRACTS					
Monitoring of performance against agreed standards.	M	L	Reviewed at Internal Audit	Y	
REF: FINANCIAL REGULATIONS ANNUAL ESTIMATES (BUDGET) BUDGETARY CONTROL					
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	L	M	Review of accounts and benefit to residents discussed at time of application. Separately recorded accounts maintained.	Y	Checked at Internal audit

			Authorisation of payments recorded in minutes.		
REF: STANDING ORDERS					
Proper, timely and accurate recording of council business in the minutes	M	L	Minutes checked by Chairman before issue.	Y	All minutes approved by council as a true record.
REF: INFORMATION FOR PARISHIONERS					
Responding to electors wishing to exercise their rights of inspection	L	L	As set out in Freedom of Information Schedule which is reviewed by the Council from time to time	Y	Published on website.
REF: STANDING ORDERS - ORDER OF BUSINESS					
Meeting the laid down timetables when responding to consultation invitations.	L	L	Put on agenda as received Agenda agreed by Chairman prior to meeting	Y	Clerk checks that there is adequate time for response and if not makes alternative arrangements.
REF: STANDING ORDERS - INSPECTIONS OF DOCUMENTS					
Proper document control	M	L	Statutory requirements observed. All computer files backed up regularly and stored in fire safe	Y	
REF: STANDING ORDERS - INTERESTS					
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	M	L	Onus on individual members to notify clerk that changes have occurred.	Y	Reminder on each agenda.

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REF: Information for Parishioners from East Chiltington Parish Council					
A libel claim against the Parish Council for publishing a defamatory comment, inaccuracy of data, personal opinion	L	L	Published in draft form before approval	Y	Minutes are noted as Draft prior to agreement by full council

LITTER PICK RISK ASSESSMENT					
Traffic	M	M	High Visability Clothing must be worn Avoid dangerous bends, main roads Understanding/alertness re traffic.	Y	Clothing and equipment provided by the District Council
Manual Handling	M	M	Instructions given on where to leave filled sacks and not to move anything too heavy. Not to make the sacks too heavy.	Y	
Hazardous Waste	M	M	Use gloves and equipment provided	Y	
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Lone working	M	L	Training on dealing with the public. Clerk and Councillors should not arrange meetings at their homes with members of the public who are unknown to them	Y	

INSPECTION SCHEDULE

ITEM	FREQUENCY OF INSPECTION	BY WHOM
Notice boards.	Bi - Monthly	Bi-Monthly Inspection by Clerk – notification to Parish Council if remedial action required.
Seats	Bi - Monthly	Bi-Monthly inspection by Parish Council

Reviewed July 2019