

**NYTHE, ELDENE & LIDEN PARISH COUNCIL - RISK MANAGEMENT
11 NOVEMBER 2019**

AREA	RISK	LEVEL	CONTROLS (<i>Bold indicates where work is needed</i>)
	<p>Security of buildings, contents/equipment.</p> <p>Parish Office (rented)</p>	M	<p>Liden Library is alarmed when it is closed.</p> <p>Movement detectors and smoke detectors in Library.</p> <p>Fire extinguishers fitted.</p> <p>Fire extinguishers checked annually</p>
	Maintenance of Office etc.	L	Annual PAT testing of electrical equipment.
	Maintenance of Land – Allotment sites	L	Allotment run by Nythe Allotment Society
FINANCE	Banking	L	<p>Banking arrangements constantly monitored by RFO and any change in risk reported to Parish Council.</p> <p>Money in instant access account to balance access & return.</p> <p>Financial Regulations reviewed annually at Annual Parish Council in May.</p>

Risk of consequential loss of income	L	No real income, other than precept.
Loss of cash through theft or dishonesty	L	Fidelity Guarantee insurance in place.
Sound budgeting	L	Full Council receives detailed budget report in December/January to consider when approving the Precept.
Financial controls and records	L	Monthly reconciliation prepared by RFO and presented to Councillors. Two Councillor signatories needed on all cheques and other payment orders. Two signatories needed to agree to pay by direct debit or standing order. End of Year Internal Audit. Annual External Audit.
Compliance with Customs & Excise Regulations	L	VAT claims calculated by RFO. Continual training of RFO by attending SLCC VAT courses.
Compliance with borrowing restrictions	L	No borrowing planned.
Petty Cash	L	Limited withdrawal in line with Financial Regulations.

LIABILITY	<p>Risk to third parties, property and personal injury</p> <p>Land/Open Spaces including allotments:</p> <p>Trees:</p> <p>Events</p> <p>Contractors</p> <p>Play areas:</p>	<p>L</p> <p>L</p> <p>L</p> <p>M</p> <p>M</p> <p>M</p>	<p>Public Liability Insurance in place.</p> <p>Health & Safety Training for all staff. Clerk to attend training.</p> <p>Safe Moving & Handling Course. Clerk to attend training.</p> <p>Land/Open spaces checked weekly by Allbuild as part of Contract.</p> <p>Tree Survey carried out every 2 years. Trees are responsibility of Swindon Borough Council at time of report.</p> <p>Hirers' risk assessments and insurance certificates requested as necessary for fairs and carnival.</p> <p>Contractors supply a copy of their own risk assessments Contractors supply a copy of their Public Liability insurance</p> <p>Annual Safety Inspection with report.</p> <p>Risk assessments of all new play areas before brought into use.</p>
EMPLOYER LIABILITY	<p>Compliance with employment law</p> <p>Compliance with Inland Revenue requirements.</p> <p>Safety of staff</p>	<p>L</p> <p>L</p> <p>L</p>	<p>Advice available from membership of professional bodies</p> <p>Membership of National Association of Local Councils (NALC) and Wiltshire Association of Local Councils/Swindon Area Committee (WALC/SAC). Membership of the Society of Local Council Clerks (SLCC).</p> <p>HMRC Payroll used for calculating Tax & NI. Automatically updates to correct rates of PAYE & NI.</p> <p>Monthly/Quarterly return submitted on-line.</p> <p>First Aid training for staff. Clerk to attend training.</p>

LEGAL LIABILITY	Ensuring activities are within legal powers.	L	<p>Clerk to clarify legal position as necessary. Legal advice can be sought from professionals through NALC, SLCC and/or the Parish Council's solicitor.</p> <p>Annual subscription to Local Councils Direct to obtain more information.</p> <p>All new councillors encouraged to attend New Councillor training.</p>
	Proper and timely reporting via minutes	L	<p>Full Council meets monthly/bi monthly and always receives and approves minutes of meetings held in interim.</p> <p>Draft Minutes issued after each meeting prior to adoption at Full Council meeting.</p> <p>Minutes are available to public on the website and on request from the Parish Office.</p>
	Proper document control	L	<p>Back-up taken weekly or more often, as appropriate.</p> <p>Signed minutes numbered and archived as and when necessary.</p>
COUNCILLOR	Register of Interest	L	<p>Completed Register of Interest Form and updated as necessary.</p> <p>All councillors must complete it again after every election.</p>
	Declarations of Interests declared	L	<p>Minuted at the appropriate meeting.</p>
	Applications for Dispensation	L	<p>Application Forms held in the office.</p> <p>Confirmation of Granting held in office. Minuted at appropriate meeting.</p>
	Notice of Councillors' Allowances published annually	L	<p>Notice placed on parish council notice-board annually.</p>
	Code of Conduct	L	<p>Adopted at first meeting of the Parish Council.</p> <p>All Councillors invited to attend training by Monitoring Officer.</p>
Standing Orders	L	<p>Reviewed every year at Annual Parish Council meeting in May.</p>	