

# AMPNEY CRUCIS PARISH COUNCIL

## Risk assessment & mitigation measures

*Last Reviewed: January 2017*

The following schedule identifies those areas of risk most likely to be applicable to Ampney Crucis Parish Council.

### 1. Accidental or deliberate damage to physical assets owned or in the care of the Parish Council (PC): (Objective: The protection of physical assets owned by the Parish Council)

Parish Council assets:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:	Insurance cover in place (& Insured Category)?
Burial Ground (nominal value £1.00)	High	Moderate	Annual inspection	Maintain as needed	Yes
Burial Ground walls	Low	Low	Regular inspection	Maintain as needed	Yes: under Street Furniture
Burial Ground Cross	High	Low	Annual inspection	Maintain as needed	Yes: as part of WM & Burial Cross
Lych Gate	Moderate	Low	Annual inspection	Maintain as needed	Yes: Buildings
Gates to Burial Ground (replaced 2014)	Low	Low	Regular inspection	Maintain as needed	Yes: under Gates & Fences
War Memorial site (nominal value £1.00)	Low	Low	Regular inspection	Maintain as needed	Yes
War Memorial (valued Feb 2012)	High	Low	Annual inspection	Maintain as needed	Yes: as part of WM & Burial Cross
Praying Cross site (nominal value £1.00)	Moderate	Low	Annual inspection	Maintain as needed	Yes
Praying Cross site, East boundary wall	High	Moderate	Annual inspection	Maintain as needed	Yes: under Street Furniture
Benches	Low	Low	Regular inspection	Maintain as needed	Yes: under Street Furniture
Notice Boards	Low	Low	Regular inspection	Maintain as needed	Yes: under Street Furniture
Dog Waste Bins	Low	Low	Regular inspection	Maintain as needed	Yes: under Street Furniture

Playground equipment & surfacing	High	High	Annual independent inspection & report	Maintain to reflect inspection report	Yes: under Playground Equipment
Playground fencing & gate	Low	Low	Annual independent inspection & report	Maintain to reflect inspection report	Yes: under Gates & Fences
Playground site fencing, wooden gate & bench	Low	Low	Regular inspection	Maintenance as required	Yes: under Gates & Fences
Marquees	Low	Low	Regular inspection	Maintenance as required	Yes: under Property Away
Maps (nominal value £1.00)	Low	Low	None	None	Uninsured

## 2. Third Party Liability in connection with Parish Council (PC) owned physical assets (public liability):

**(Objective: The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to members of the public)**

Parish Council assets:		Consequential risk of an event:	Likelihood of an event occurring:	Current Action:	Future Action:	Insurance cover in place:
Burial Ground:	Gravestones	High	Moderate	Regular inspection	Maintain as needed	Public Liability Insurance & Employers Liability Insurance
	Trees	Moderate	Moderate	Annual inspection	Maintain as needed	
	Cross	Moderate	Moderate	Annual inspection	Maintain as needed	
	Lych Gate	Moderate	Low	Annual inspection	Maintain as needed	
	Walls	Low	Low	Annual inspection	Maintain as needed	
	Gates	Low	Low	Annual inspection	Maintain as needed	
War Memorial Site:	Site	Moderate	Low	Regular inspection	Maintain as needed	
	War Memorial	Moderate	Low	Annual inspection	Maintain as needed	
Praying Cross Site:	Site	Moderate	Low	Regular inspection	Maintain as needed	
	Trees	Moderate	Low	Annual inspection	Maintain as needed	
	Boundary wall to east	High	Moderate	Regular inspection	Maintain as needed	
Playground Site:	Equipment & Surfacing	High	High	Annual independent inspection & report	Maintain to reflect inspection report	
	Fencing & Gate	Moderate	Moderate	Annual independent inspection & report	Maintain to reflect inspection report	

	Site fencing, wooden gate & bench	Low	Low	Annual independent inspection & report	Maintain to reflect inspection report	
Marquees		High	Moderate	Regular inspection	All hirers to sign indemnification of any PC liability	Parish Council insurance limited to actions of PC employees
Benches		Low	Low	Regular inspection	Maintain as needed	Public Liability Insurance
Notice Boards		Low	Low	Regular inspection	Maintain as needed	
Dog Waste Bins		Low	Low	Regular inspection	Maintain as needed	
Maps (nominal value £1.00)		Low	Low	None	None	No

### 3. Risk of loss of cash (Fidelity Guarantee):

(Objective: Protection against loss of cash through theft or dishonesty - Fidelity Guarantee)

Parish Council exposure to risk:	Risk of an event:	Likelihood of an event occurring:	Current Action:	Future Action:	Insurance cover in place:
Employees	Low	Low	Internal Audit & compliance with PC Financial Regulations	Internal Audit & compliance with PC Financial Regulations	Fidelity Cover
Contractors	Low	Low			
Third parties	Low	Low			

### 4. Performance of external contractors appointed by the council to maintain council owned assets:

(Objective: Protection against consequential loss arising from the actions, failure or non-performance of council contractors)

Parish Council exposure to risk:	Risk of an event:	Likelihood of an event occurring:	Current Action:	Future Action:	Insurance cover in place:
Grounds maintenance contract (renewable March 2017)	Low	Low	Scrutiny of performance; & Insurance provided by contractor.	Internal Audit & compliance with PC Financial Regulations	Third Party Liability insurance provided by contractor

**5. Risk of consequential loss arising from financial mis-management of Parish Council resources, and failure to meet legal reporting and transparency requirements:**

**(Objective: Ensuring the keeping and public accessibility of proper financial and other records as legally required; adherence to rules regarding use of public funds; and responding to requests from electors and other members of the public)**

<b>Parish Council exposure to risk in respect of:</b>	<b>Risk of an event:</b>	<b>Likelihood of an event occurring:</b>	<b>Current Action:</b>	<b>Future Action:</b>
a) maintenance of proper financial records;	High	Low	Regular scrutiny of financial records; Compliance with PC Financial Regulations; Internal & External Audit	Compliance with PC Financial Regulations. Internal & External Audit
b) abiding by agreed Financial Regulations, including banking arrangements;	High	Low		
c) ensuring all requirements are met under employment law and HMRC regulations (including VAT).	High	Low	PC registered with HMRC for PAYE; Contract agreed with Clerk (Resolution 34/16 p1389; Routine checks on VAT undertaken as part of external Audit	None, unless change of Clerk.
d) ensuring timely preparation of annual budgets and submission of precept requests	Moderate	Low	Compliance with PC Financial Regulations. Internal & External Audit	Compliance with PC Financial Regulations. Internal & External Audit
e) ensuring adequacy of annual precept	Moderate	Low	Annual Audit	Annual Audit
f) production of annual audit plan	Moderate	Low	Audit plan produced for March 2016	Review March 2017
g) reviewing effectiveness of the internal audit	Moderate	Low	Review undertaken in March 2016	Review March 2017
h) S137 Payments	Low	Low	Payments made in accordance with S137 rules	Annual Audit

i) accuracy of Minutes	Low	Low	Minutes checked & agreed for accuracy at following meeting; Minutes numbered and paginated with Master Copy held by Clerk and inspected at Audit	No change
j) electors' rights of inspection	Low	Low	Information displayed as required	No change
k) consultation requirements	Low	Low	Information displayed as required	No change
l) Register of Members Interests	Moderate	Low	Adoption of Code of Conduct, 2012	No change
m) document control	Moderate	Low	Clerk's procedures for receipt, action and filing of documents	No change
n) transparency of council activities	Moderate	Low	Notices of Meetings, copies of draft and agreed Minutes, and all statutory disclosures published as required by the Transparency Code for Smaller Authorities. Details published on Village Noticeboards and/or the Village website ( <a href="http://www.ampneycrucis.org.uk">www.ampneycrucis.org.uk</a> )	No change