

AMPNEY CRUCIS PARISH COUNCIL

Risk assessment & proposed mitigation measures

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):

Parish Council assets:	Consequential risk to PC:	Likelihood of risk occurring:	Current response (last action):	Future action:	Insurance cover in place (& category)?
Burial Ground (nominal value £1.00)	High	Medium	Annual inspection (October 2017)	Maintenance as required	Yes: Public Liability
Burial Ground walls	Low	Low	Regular inspection (October 2017)	Maintenance as required	Yes: Street Furniture
Burial Ground Cross	High	Low	Annual inspection (October 2017)	Maintenance as required	Yes: WM & Burial Cross
Lych Gate (repaired 1999)	Medium	Low	Annual inspection (October 2017)	Maintenance as required	Yes: Buildings
Gates to Burial Ground (replaced 2014)	Low	Low	Regular inspection (October 2017)	Maintenance as required	Yes: Gates & Fences
War Memorial site (nominal value £1.00)	Low	Low	Regular inspection (November 2017)	Maintain as part of Grounds Contract	Yes: Public Liability
War Memorial (repaired 2011)	High	Low	Annual inspection (November 2017)	Maintenance as required	Yes: WM & Burial Cross
Praying Cross site (nominal value £1.00)	Medium	Low	Annual inspection (June 2017)	Maintenance as required	Yes: Public Liability
Praying Cross site, East boundary wall	High	Medium	Annual inspection (June 2017)	Maintenance as required	Yes: Street Furniture
Benches	Low	Low	Regular inspection (September 2017)	Maintenance as required	Yes: Street Furniture

Parish Council assets:	Consequential risk to PC:	Likelihood of risk occurring:	Current response (last action):	Future action:	Insurance cover in place (& category)?
Notice Boards	Low	Low	Regular inspection (September 2017)	Maintenance as required	Yes: Street Furniture
Dog Waste Bins	Low	Low	Regular inspection (September 2017)	Maintenance as required	Yes: Street Furniture
Playground equipment & surfacing	High	High	Independent Inspection (annual) (5 th October 2017)	Maintenance to reflect independent inspection	Yes: Playground equipment
Playground fencing & gate	Low	Low	Independent Inspection (annual) (5 th October 2017)	Maintenance to reflect independent inspection	Yes: Gates & Fences
Site Fencing, wooden gate & bench	Low	Low	Regular inspection (October 2017)	Maintenance as require	Yes: Gates & Fences
Marquees	Low	Low	Regular inspection (June 2017)	Maintenance as require	Yes: Property Away
Maps (nominal value £1.00)	Low	Low	None	None	Uninsured

2. Damage to third party property or individuals as a consequence of the Parish Council (PC) providing public access to services or amenities (public liability):

Parish Council activity:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:	Insurance cover in place (& category)?
Provision of services to public	High	Medium	Wherever possible, ensure use of reputable contractors.	Maintenance as required	Yes: Public Liability & Employer Liability
Hire of village marquees	High	Medium	Regular inspection of marquees and use of standard Terms & Conditions of Hire & disclaimer.	As current, plus maintenance as required	Yes: Street Furniture & limited Public Liability

3. Loss of cash through theft or dishonesty (fidelity guarantee):

Parish Council activity:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:	Insurance cover in place (& category)?
Management of Parish Council funds	Low	Low	Ensure appropriate financial controls and regular reporting.	Maintenance as required	Yes: Fraud & Dishonesty

4. Legal liability as a consequence of Parish Council ownership of physical assets (public liability):

Parish Council assets:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:	Insurance cover in place (& category)?
Playground equipment	High	High	Maintain appropriate insurance cover & regular external inspection	As Current response	Yes: Public Liability & Legal Expenses
Burial Ground (gravestones); Praying Cross site, East boundary wall;	High	Medium	Maintain appropriate insurance cover & regular inspection	As Current response	Yes: Public Liability & Legal Expenses
Burial Ground Cross	Medium	Medium	Maintain appropriate insurance cover & regular inspection	As Current response	Yes: Public Liability & Legal Expenses
Burial Ground Lych Gate (Mortuary); War Memorial site; War Memorial; Praying Cross site; Praying Cross.	Medium	Low	Maintain appropriate insurance cover & regular inspection	As Current response	Yes: Public Liability & Legal Expenses
Burial Ground - trees	Low	Medium	Maintain appropriate insurance cover & regular inspection	As Current response	Yes: Public Liability & Legal Expenses
Burial Ground – walls; Burial Ground – gates; Benches.	Low	Low	Maintain appropriate insurance cover & regular inspection	As Current response	Yes: Public Liability & Legal Expenses

Noticeboards; Playground gates & fencing; Marquees; Dog waste bins.	Low	Low	Maintain appropriate insurance cover & regular inspection	As Current response	Yes: Public Liability & Legal Expenses
--	-----	-----	---	---------------------	--

5. Provision of services under agency/partnership and/or contract agreements (public and/or legal liability):

Parish Council services:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:	Insurance cover in place (& category)?
Grass cutting & grounds maintenance contract	Low	Low	a) Scrutiny of performance; & b) Ensure contractor maintains appropriate insurance.	Ensure regular competitive rebid for contracts	Yes: Public Liability & Employer Liability

6. Ensuring appropriate banking arrangements, financial record keeping, annual audit of the Parish Council accounts and review of the annual audit (financial oversight & probity):

Parish Council activity:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:
Banking arrangements; Financial record keeping; Production of annual audit; Review of effectiveness of internal audit	Medium	Low	Regular review of Financial Regulations (July 2015); Routine scrutiny of accounts; Annual audit & related review (March 2017).	Ongoing review & scrutiny

7. Ensuring all requirements are met under employment law and HMRC regulations (including VAT):

Parish Council activity:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:
PAYE requirements for Clerk	High	Low	Council registered for PAYE	None – registration ongoing
Contract of Employment for Clerk	Medium	Low	Contract agreed (Resolution 29/17 p.1435)	None
VAT requirements	Medium	Low	Annual Audit (March 2017)	None

8. Ensuring sound budgeting arrangements to determine the annual precept and thereafter, proper use of funds granted to the Parish Council under specific powers or S137:

Parish Council activity:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:
Adequacy of annual precept	Medium	Low	Annual audit	None
Section 137 payments	Low	Low	Payments made in accordance with S137 rules	None
VAT requirements	Medium	Low	Annual Audit (March 2017)	None

9. Ensuring accuracy and transparency of the Parish Council's activities:

Parish Council activity:	Consequential risk to PC:	Likelihood of risk occurring:	Current response:	Future action:
Accuracy of Minutes	Low	Low	Minutes checked for accuracy at following meeting, numbered and paginated with signed master copy held.	None
Ensuring transparency of Parish Council's activities and records & Elector's rights of inspection	Low	Low	Information displayed as required on Parish noticeboards and on Village Website	None
Meeting established timetables when responding to consultation invitations	Low	Low	Information circulated as required	None
Accuracy and recording of Councillors' interests & details of gifts/hospitality offered or received	Medium	Low	Adoption of code of Conduct 2012, and requirement at all Parish Council meetings that Councillors declare any conflicts of interest and/or details of gifts/hospitality offered or received.	None
Document control	Medium	Low	Established procedures for receipt, action and filing by Clerk of documents received or generated by the Parish Council.	None