

| MERSHAM & SEVINGTON PARISH COUNCIL - RISK MANAGEMENT REGISTER | | | | |
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| Date of adoption by Parish Council 18th January 2010 | | | | |
| KEY RISK | PROBABILITY | IMPACT | MITIGATION | CONTROL & RESPONSIBILITY |
| Insurance-managed risk | | | | |
| Legal liability as a consequence of ownership of street furniture | Low | Compensation claims and defence costs | Regular maintenance & prompt repair Covered by insurance | Clerk & Cllrs. to monitor condition. Prompt repair of any damage. Periodic review of insurance cover by Council. |
| Loss or damage to street furniture & play equipment | Medium - likelihood of vandalism or impact damage to bus shelters & seats | Cost of repairs or replacement | Reporting of vandalism to Police Covered by insurance & budget for minor repairs | Periodic review of insurance cover by Council. Clerk to keep fixed assets register up-to-date & add new items to insurance cover. |
| Loss, theft or break-down of PC's computer & photocopier | Theft low risk - in Clerk's house. Breakdown - medium risk | Cost of replacement & repairs | Covered by insurance for loss Budget for repairs & eventual replacement. | Maintain adequate insurance |
| <u>Damage to individuals or 3rd party property from Council's public services or amenities</u> | | | | |
| Play equipment (safety surfacing) | Medium - possibility of accident | Compensation claims & associated costs | Regular safety checks, maintenance & prompt repair Covered by insurance. | Clerk to order professional safety check annually; monthly check by Cllr. Prompt repairs. Adequate insurance cover. |
| Open space management | Medium - possibility of accident | Compensation claims & associated costs | Covered by insurance | Clerk to arrange periodic checks on condition of trees in JPF & MG by Tree Warden in spring & autumn. Qualified arboriculturalist to do any work to trees. Cllrs. & Clerk to monitor other likely hazards. |
| Public events held on Millennium Green or JPF | Medium - possibility of accident | Compensation claims & associated costs | Covered by insurance if PC is sole organiser & that insurer's advice is followed. (listed at end of document) | Risk assessment to be carried out for any events. Clerk & Cllrs to ensure comply with insurer's advice. Seek extra cover if reqd. |
| Street furniture | Low - fixed equipment | Compensation claims & associated costs | Covered by insurance | Annual check on condition by Clerk. Prompt reporting & repair of faults. |

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| Mowing JPF, MG & verges | Low - carried out by contractor | Compensation claims & associated costs | Covered by contractor's insurance | Use responsible contractor. |
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| Compensation claim by employee (or contracted person) in respect of injury sustained during his/her employment | Low for Clerk - works mostly at home Medium for street cleaning - exposed to traffic/litter hazards | Compensation claims & associated costs | Covered by insurance Hi-viz jacket supplied to street cleaners Give instructions on handling dangerous litter. Provide gloves & litterpickers. | Periodic review of insurance cover by Council. |
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| Compensation claim resulting from (alleged) negligent act or accidental error or omission by the Council or its employees | Low given limited activities of the Council | Potential cost to Council | Covered by insurance | Maintain adequate insurance cover. Ensure Council's decisions based on full information inc. professional advice where appropriate. |
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| Loss of cash through theft or dishonesty | Low - any significant impact would easily be detectable Fidelity guarantee on insurance | Reduction in Council's resources | There is no petty cash float. All cheques signed by 2 Cllrs. against invoices. All expenditure approved by Council. Auditor scrutiny. | Clerk & Council to ensure application of financial regulations. |
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| Actions against the Council for libel or slander | Low - proper conduct of meetings & Clerk's judgement regarding correspondence, etc | Potential cost to Council | Risk covered by insurance | Member awareness Proper conduct of meetings by Chairman & advice from Clerk |
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| Failure of insurance provider | Low - using reputable insurer & policy specific to PCs | Loss of cover | Ensure robustness of provider | Annual review prior to renewal of policy by Clerk & Cllrs. |
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| Self-managed risk | | | | |
| Financial loss due to error in banking procedures | Low | Reduction in Council's resources | Regular monitoring & review | Application of financial regulations including scrutiny of bank statements by Clerk immediately on receipt. Periodic review of banking arrangements to secure best possible terms & conditions. |
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| Financial records not kept in accordance with statutory requirements | Low - internal monitoring should detect any deficiencies | Inefficient running of Council's business | Internal monitoring of Clerk's record-keeping & annual check by internal & external auditors Regular bank reconciliation | Clerk to keep records as per Governance & Accountability for Local Councils Cllrs. to conduct internal monitoring |
| Loss of cheques, cash, etc. held on Council's behalf | Low - receipts rarely in cash. Income by cheque infrequent. No petty cash held by Clerk. | Reduction in Council's resources | Prompt payment of receipts into bank. Most payments directly to bank by payee | Clerk to monitor |
| Loss of income | Low - few sources of income | Reduction in Council's resources | Timely submission of precept request. Comply with any grant conditions. | Councillors to decide precept at Nov. meeting after budgeting. Clerk to submit precept request and make sure grant conditions complied with. |
| Ensure all activities are within legal powers of Council | Low - various powers cover most activities. If not s137 can be used if of benefit to the community. | Council could act <i>ultra vires</i> | Use of s111 or s137 of Local Govt. Act 1972 where relevant if other powers do not cover activity | Clerk to advise and seek advice from KALC if necessary Record powers used in minutes. |
| Inadequate annual precept | Low with sound budgeting arrangements | Insufficient funds to run Council business | Budget well ahead and as accurately as possible Keep adequate balances/reserves | Clerk to prepare & Cllrs. to approve budget in November for following year |
| Unforeseen/uninsured legal or other expenses | Low - activities involving legal expenses usually planned in advance | Potential cost to Council | Plan activities well ahead and budget accordingly. Allow adequate contingency amount in budget | Council to plan ahead so that likely costs included in following year's budget. Clerk to include 10% contingency in budget & budget for possible legal costs. |
| Employment law & regulations Tax, NI, VAT | Low - Clerk monitors | Potential cost to Council | Monitor changes | Clerk to check compliance |
| Failure to represent community interest adequately in relation to matters likely to impact significantly on Parish | Low - PC is consulted by KCC, ABC and other bodies | Reduction in quality of life; missed opportunities to benefit from funding or advice Reduction in local facilities | Ensure PC responds to all relevant planning and other consultation. Be proactive when aware of potential threats to community. Membership of relevant organisations & committees. | Clerk to keep Cllrs. informed of all relevant consultation. Cllrs. to attend meetings of other relevant bodies & inform themselves on consultation issues. Call special meetings if needed. |

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| Loss of continuity in conducting business due Clerk being unable to work | Low - Cllrs. would have access to Council's records. Cllr. could take minutes. | Reduction in Council efficiency | Ensure Chairman/Vice-Chair. aware of location of records, files, etc. in Clerk's house. Clerk to give adequate warning if possible of any long-term inability to provide service. | Clerk to keep Cllrs. informed. |
| Loss of Council records | Low - Kept at Clerk's house. | Reduction in Council efficiency | Clerk to back up electronic records and store paper records in filing cabinet. Copies of minutes on website & Ashford Library if possible. Older minutes archived at Centre for Kentish Studies. | Clerk |
| Meeting venue - health & safety | Low - held on Church premises | | Held in Church Room hired from PCC. Adequate for Cllrs. & small number of members of the public. Larger meetings to be held in Church or Village Hall. | Clerk to book larger premises if required. |
| Areas with scope to work with others to help manage risk | | | | |
| Inadequate contract agreements & monitoring of services to be provided by contractor | Low - PC only has regular contract for mowing | Inadequate provision of service Waste of Council funds | Standing Orders/Financial Regs. for dealing with award of contracts. Regular reporting on performance by contractors. Annual review of contracts. | Cllrs. & Clerk to scrutinise & discuss any new contracts & seek independent advice if necessary. |
| <u>BROKER'S ADVICE RE HOLDING EVENTS</u> | | | | |
| Providing that the PC is the 'sole organiser' our policy will then provide cover subject to: | | | | |
| a risk assessment being carried out in writing prior to the event and kept on PC records | | | | |
| bouncy castles must have their own Public Liability insurance in place | | | | |
| the location is suitable for the event | | | | |
| a first aider must be in attendance and they must have the means to call the emergency services | | | | |
| all third parties must have their own public liability insurance, e.g. catering vans, fair rides, pony rides, bands & stalls not organised by the PC | | | | |
| all permits and licenses must be in place | | | | |
| the police and fire brigade must be notified | | | | |
| there must be sufficient marshalls for the number of people attending, for example 1 marshall per 100 people | | | | |
| if the PC is responsible for a barbecue, it must be sited in a position that people cannot walk into it. Fire fighting equipment must be in place | | | | |

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| i.e. sand/water and the food must be kept chilled until it is cooked | | | | |
| if the PC is organising a Tug of War they must ensure that all competitors are wearing suitable clothing and footwear and that they use the | | | | |
| correct type of rope | | | | |
| if the PC is participating in the lighting of a bonfire or beacon, the brokers should be notified a minimum of 14 days prior to the event, | | | | |
| and receive a copy of the risk assessment and the public must be kept at a safety distance. | | | | |
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| Date document originally adopted: 18.1.2010. Reviewed: Feb. 2011 but unchanged. | | | | |
| Reviewed and amended March 2012 | | | | |