

**HAMSEY PARISH COUNCIL  
RISK ASSESSMENT SCHEDULE**

<b>Risk Identified</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Comments</b>
<b>REF: FINANCIAL REGULATIONS INSURANCE</b>					
Protection of physical assets:-  <ul style="list-style-type: none"> <li>• Notice boards.</li> <li>• Bus shelters/Youth shelter</li> <li>• Village Hall</li> </ul>	M	M	Regular visual inspections Insurance cover in place. Assets Register maintained	Y	Regular visual inspections.  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	Cover reviewed annually.
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	Cover reviewed annually.
<b>REF: FINANCIAL REGULATIONS GENERAL</b>					
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
<b>REF: FINANCIAL REGULATIONS REVISION OF FINANCIAL REGULATIONS</b>					
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

<b>REF: FINANCIAL REGULATIONS LOANS AND INVESTMENTS</b>					
Complying with restrictions on borrowing	M	L	Ensure Council understands legislation	Y	
<b>REF: FINANCIAL REGULATIONS PAYMENT OF SALARIES</b>					
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
<b>REF: FINANCIAL REGULATIONS INCOME</b>					
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
<b>REF: FINANCIAL REGULATIONS ANNUAL ESTIMATES (BUDGET) BUDGETARY CONTROL</b>					
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
Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	L	L	Review of accounts and benefit to residents discussed at time of application. Separately recorded accounts maintained. Authorisation of payments recorded in minutes.		Checked at Internal audit
<b>REF: STANDING ORDERS</b>					
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.
<b>REF: INFORMATION FOR PARISHIONERS</b>					
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.
<b>REF: STANDING ORDERS - ORDER OF BUSINESS</b>					
Meeting the laid down timetables when	L	L	Put on agenda as received	Y	Clerk checks that there is

responding to consultation invitations.			Agenda agreed by Chairman prior to meeting		adequate time for response and if not makes alternative arrangements.
<b>REF: STANDING ORDERS - INSPECTIONS OF DOCUMENTS</b>					
Proper document control	M	L	Statutory requirements observed. All computer files backed up regularly and stored in fire safe	Y	
<b>REF: STANDING ORDERS - INTERESTS</b>					
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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<b>REF: Information for Parishioners from Hamey Parish Council</b>					
A libel claim against the Parish Council for publishing a defamatory comment, inaccuracy of data, personal opinion	L	L	Posted on noticeboards as Unadopted.	Y	Minutes are marked as draft prior to approval.

<b>LITTER PICK RISK ASSESSMENT</b>					
<b>Risk Identified</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Controls</b>	<b>Adequate Y/N</b>	<b>Comments</b>
Traffic	M	M	High Visibility 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		
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	

November 2016