

Essington Parish Council
Risk Assessment as at 01 March 2021

Service Area	Risk	Action/Mitigation
Insurance	Property Damage	Ensure that Property cover, for year ending 30 September 2021 is adequate and covers all assets.
	Money	Existing cover is adequate.
	Business interruption	Existing cover for year ending 30 September 2021 of £56,000 is adequate.
	Public Liability	Existing cover for year ending 30 September 2021 of £10 million is adequate.
	Employer's Liability	Existing cover for year ending 30 September 2021 of £10 million is adequate.
	Buildings (Essington Community Centre)	Existing cover for year ending 30 September 2021 of £2,748,749.51 is adequate.
	Playground equipment	Existing cover for year ending 30 September 2021 of £5,370.06 is adequate.
	Fidelity Guarantee	Existing cover for year ending 30 September 2021 of £150,000 under "Fraud and Dishonesty" is adequate.
	Libel and Slander	Covered up to £500,000 under the council's current Public Liability policy
	Officials Indemnity	Covered up to £500,000 under the council's current Public Liability policy
	Personal Accident	Existing cover for year ending 30 September 2021 of £100,000 is adequate.
Legal Expenses	Existing cover for year ending 30 September 2021 of £100,000 is adequate.	
Accounts and finance	Annual precept too high/too low or not the result of detailed consideration	Continue current system with detailed budget based on past year and current year accounts.
	Protection of monies	The Financial Services Compensation Scheme (FSCS) deposit protection limit is £85,000 per authorised financial institution (not per account).
	Unlawful expenditure	Follow Financial Regulations as reviewed by Council August 2020. Follow advice of Clerk/RFO that all expenditure is within legal powers.
	Unauthorised expenditure	Report all payments to Council for approval (even if already paid). Authorised signatories to initial cheque stubs, electronic payment instructions and invoices.
	Accounts not reconciled	Bank reconciliation presented to each monthly council meeting.
	Non-standard and/or non-compliant records kept	Follow Financial Regulations as reviewed by Council in August 2020. Accept advice from Clerk/RFO and Internal and External auditors.
	Non-compliance with statutory requirements for completion / approval / submission of accounts and other financial returns	Ensure that all accounts and returns are completed and submitted by the deadlines.

	Non-compliance with transparency code requirements	Review process in line with requirements.
	Non-compliance with internal audit requirements	Appoint Internal Auditor.
	Loss of computer-based accounting records	Records backed-up to the Cloud. Where necessary hard copies are kept in the Office or Archive Room at the Community Centre.
Staff	Loss of key personnel through ill health or leaving	Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.
Delegation of Authority	Inability to deal with urgent matters during an emergency	Standing Order 16 adopted on 01 March 2021 giving the Clerk delegated authority to deal with urgent matters during an emergency.
Administration	Inadequate access to advice	Continue memberships of NALC/SPCA and SLCC.
	Loss of hard document records	Records backed-up to the Cloud. Where necessary hard copies are kept in the Office or Archive Room at the Community Centre.
	Loss of computer-based records	Records backed-up to the Cloud. Where necessary hard copies are kept in the Office or Archive Room at the Community Centre.
Council-owned land and play areas	Accident arising from unsafe areas and resultant public liability claim	Daily visual inspection of site and play equipment by the council's Handyman. Clerk has delegated powers to order remedial works in case of damage or health and safety matters.
Noticeboards	May require repairs/become unsafe	The council has agreed to replace the noticeboards as they are not fit for purpose, the new noticeboards checked regularly when notices are posted.
Contractors	Activities of uninsured contractor could give rise to public liability claim	Council to check on contractors' Indemnity insurance and working practices. Contractors must have at least £5 million Public Liability insurance.
	Unsafe working practices by a contractor appointed by the council	

Approved: 01 March 2021

Review date: August 2021 and in August annually thereafter.

