

GREAT BEDWYN PARISH COUNCIL

Risk Assessment and Management Report

Risk management is important to the successful delivery of public services. An effective risk management system identifies and assesses risks, decides on appropriate responses and then provides assurance that the chosen responses are effective.

The following main areas of risk have been identified:

- Assets
- Facilities
- Environment
- Finance
- Public Liability
- Statutory Responsibilities
- Other Contingencies

The Parish Council has a duty to have in place a system to help it to manage risk and to review the scheme from time to time. The following table outlines the areas of risk and the control and improvements required.

Risk Assessment considered at a full meeting of Great Bedwyn Parish Council

SIGNED _____

DATE _____

Area: ASSETS	Nature of Risk	Likelihood H/M/L	Consequence H/M/L	Current Action	Comments and Recommendations
1. Playground	Defective equipment: damage, injury	L	M	Purchased from approved supplier in March 08 with 1 year guarantee for moving parts, 10 year guarantee for timber. Inspection by PC representative at least once per month, items for repair/upkeep noted and cleared with the Clerk. ROSPA inspection annually, results seen by the PC representative and the Clerk.	
	Playground deterioration	M	M	Routine maintenance conducted on at least a monthly basis ground cover (bark) raked, rubbish removed, grassed areas cut. Bark topped-up every 1-2 years.	
	Vandalism / theft	L	M	Playground enclosed by fence with access gate. Little/no history of vandalism to playground or equipment.	
2. Street furniture	Deterioration of asset through inadequate maintenance	M	M	Asset register maintained and reviewed annually. Clerk conducts periodic inspections and recommends remedial action for PC approval (minuted).	

Area: FACILITIES	Nature of Risk	Likeli- hood H/M/L	Conse- quence H/M/L	Current Action	Comments and Recommendations
1. Allotments	Loss of Ramsbury Estates land for allotment	M	H	Maintain high levels of allotment activity (all plots currently taken with a waiting list), and promote high standards of cultivation.	
	Risk to safety of allotment holders and visitors	L	M	<p>Routine inspections conducted and plot holders asked to remove old or potentially dangerous items. Allotment holders meet annually to discuss safety and other issues. Children to be supervised at all times when on site. Dogs to be kept on lead.</p> <p>Allotments holders sign an agreement detailing conditions and charges to be paid.</p>	
	Flooding	H	H	Recent experience of flash flooding affecting some plots. Mitigation measures in progress including extending ditches but need to ensure flooding risk is not transferred to residential properties.	
2. Litter bins	Vandalism / theft	M	L	Clerk inspects village routinely and notifies PC of problem areas.	
	Accumulation of litter	H	M	Clerk inspects village routinely and notifies PC of problem areas.	
3. Public recreation areas	Deterioration of asset through inadequate maintenance	M	M	Grass cutting contracted out and work directed by Clerk. Contract reviewed annually based on performance. Clerk inspects village routinely and notifies the relevant agency when work is required.	

Area: FACILITIES	Nature of Risk	Likeli- hood H/M/L	Conse- quence H/M/L	Current Action	Comments and Recommendations
4. War Memorial	Deterioration of asset through inadequate maintenance	L	L	The memorial is inspected as part of item 3 above. Little/no history of vandalism. Clerk recommends remedial action for PC approval (minuted).	
5. Notice boards	Deterioration of asset through inadequate maintenance	L	L	The two notice boards are routinely inspected as part of item 3 above. Little/no history of vandalism. Clerk removes out of date notices. Clerk recommends remedial action for PC approval (minuted).	

Area: ENVIRONMENT	Nature of Risk	Likeli- hood H/M/L	Conse- quence H/M/L	Current Action	Comments and Recommendation
	Flooding	M	M	Work with Wiltshire Council's operational flood working group to identify and record any areas that may be subject to flooding.	
	Cold weather	M	M	Assess the requirement for grit bins, and review their preferred location.	Recommendation: Review annually or as necessary.

Area: FINANCE	Nature of Risk	Likeli- hood H/M/L	Conse- quence H/M/L	Current Action	Comments and Recommendation
	Loss of income	L	H	Majority of income from precept. Clerk provides annual budget information to the Council. Estimates are prepared and precept agreed by the Council.	
	Loss of cash through theft or dishonesty	L	H	No cash handled directly. Clerk pays for all petty cash items and claims reimbursement periodically by cheque. Fidelity insurance in place for £12,000.	
	Financial loss or breach of statutory requirements through inadequate financial controls and records	M	H	<p>Financial regulations in place based on NALC model (last reviewed 13/2/08).</p> <p>Clerk is the designated RFO. 3 authorised signatories available for signing cheques, all cheques require PC approval (minuted) and 2 signatures.</p> <p>Clerk maintains PC accounts; cashbook is kept electronically and reconciled monthly against bank statements.</p> <p>Internal audit conducted annually by Auditing Solutions Ltd.</p>	Recommendation: annual review of financial regulations.
	Financial loss through inadequate purchasing controls	L	H	<p>Any work/goods ordered by the PC are subject to prior approval by the PC at a formal meeting and minuted. Competitive quotations are sought.</p> <p>Clerk has an authorised budget of £1,000 available for minor maintenance works costing less than £100. Payment is by cheque in all cases.</p>	
	Non-	L	H	The PC employs a salaried clerk paid gross by	

Area: FINANCE	Nature of Risk	Likeli- hood H/M/L	Conse- quence H/M/L	Current Action	Comments and Recommendation
	compliance with HMRC regulations			cheque. The Clerk is responsible for declaring the income for tax and provides Chairman with a letter of confirmation.	
	Financial loss through inadequate debt control	L	M	Unpaid invoices and other agreements are pursued by the Clerk.	
	Loss of income through inadequate contacts or control of receipts	L	L	The PC receives income in respect of allotments and occasional miscellaneous activities. Allotments holders sign an agreement detailing conditions and charges to be paid.	
	VAT	L	L	PC is not registered for VAT. VAT is reclaimed half-yearly.	

Area: PUBLIC LIABILITY	Nature of Risk	Likeli- hood H/M/L	Conse- quence H/M/L	Current Action	Comments and Recommendation
	Risk to 3 rd party, property or individuals	M	H	Public Liability Insurance in place, cover up to £5M.	Recommendation: Review level and appropriateness annually or as necessary.

Area: PUBLIC LIABILITY	Nature of Risk	Likeli- hood H/M/L	Conse- quence H/M/L	Current Action	Comments and Recommendation
	Inadequate employer's liability	M	H	Insurance in place for Clerk only, cover up to £10M.	Recommendation: Review level and appropriateness annually or as necessary.
	Playground liability	M	H	Insurance in place, cover up to £5M.	Recommendation: Review level and appropriateness annually or as necessary.
	Libel or slander	M	M	Insurance in place for councillors and Clerk, standard cover of £250,000.	Recommendation: Review level and appropriateness annually or as necessary.

Area: STATUTORY RESPONSIB-ILITIES	Nature of Risk	Likeli- hood H/M/L	Conse- quence H/M/L	Current Action	Comments and Recommendations
	Legality of PC activities	H	H	PC utilises WALC or NALC services regarding best practice and procedures. Clerk seeks clarification of PC's position when required. PC has adopted the Code of Conduct and conducts regular reviews of its Standing Orders.	Recommendation: Review annually.

Area: STATUTORY RESPONSIBILITIES	Nature of Risk	Likelihood H/M/L	Consequence H/M/L	Current Action	Comments and Recommendations
	Proper conduct of business	M	M	<p>PCs are required to conduct their business in an open way with properly organised meetings and agendas, and proper records of decisions.</p> <p>Formal meetings are held seven times a year, notification is provided three working days in advance on a public notice board, draft minutes are distributed to councillors within 7 days and published on the notice board. Minutes are formally approved with records of any amendments at the following PC meeting.</p>	
	Councillor Integrity	L	L	Register of Interests and gifts and hospitality in place.. Councillors to declare any gifts or hospitality (over £25 in value) as and when received.	
	Inadequate security of paper and electronic information held by the PC	M	M	Paper: PC documents are stored at the Clerk's residence. Electronic: Records are stored on the Clerk's computer and backed up regularly (at least every 2 weeks). Incoming mail is logged and stored in a simple filing system. Financial records are backed up after every transaction.	Recommendation: Information Security Policy (including any Data Protection issues) to be produced stating nature of paper and electronic records, protective measures required and periods of retention.
	Non-compliance with the provisions of the Freedom of Information Act 2000.	L		The PC has adopted the model code issued by WC/KDC re the FOI act. Paper information available on request from the Parish Clerk	