

## Selston Parish Council – Risk Management

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	Buildings insured with Clear Councils, a specialist independent insurance broker in the local council sector. Renewal premium index linked. Insurance company notified of any changes. Risk Management support included.
	Security of buildings, equipment etc.	M	The Parish Hall office has CCTV and is alarmed. Any cash is stored in the safe. No cash is left on any other premises. Security fencing around all premises excluding Jacksdale, which has CCTV and the Old Council Offices which is in full view of the main road.
	Maintenance of buildings etc.	M	Buildings currently maintained on an ad hoc basis. Planned programme of electrical and safety equipment checks in place. Regular inspection by a member of staff & a Councillor. Caretaker/Parish warden designated to do monthly Health & Safety Checks
Finance	Banking	H	RFO takes cash to the bank weekly on irregular days. All investments are banked with high street banks. The RFO carries out periodic reviews of interests available with other institutions.
	Risk of consequential loss of income	M	Insurance cover with Clear Councils. Sum insured £22000 for business interruption. All office computers are backed up daily.
	Loss of cash through theft or dishonesty	H	Receipts issued. Customers are encouraged to pay directly to the Parish Hall Office, including bank transfer. Insurance in place for Employee Dishonesty - £500,000.
	Comply with HMRC Regulations	M	Use help line when necessary. VAT payments and claims calculated by RFO quarterly. Internal and external auditor to provide double check.

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	Sound budgeting to underline annual precept	M	Finance Committee and Parish Council receive detailed budgets in January. Precept derived directly from this. Expenditure against budget reported to Parish Council quarterly.
	Complying with borrowing restrictions	L	There are no loans and no new borrowing likely at present.
Liability	Risk to third party, property or individuals	M	Insurance in place – Public & Products liability £10,000,000. Approved contractor for grounds maintenance including sports pitch maintenance and litter removal on land in ownership/responsibility of Selston Parish Council. Trees investigated when damage reported, Parish Warden trained to identify potential safety issues. NALC, SLCC & Insurance provides competent advice on the management of health and safety. Risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership (especially playgrounds and skateboard park)	H	Insurance in place. Grounds maintenance includes fortnightly checks of playgrounds. Checks also undertaken by ROSPA of playgrounds and skateboard park. ROSPA also carrying out risk assessments of playgrounds and skate park. Any defect identified as a medium/high risk are either authorised by the Clerk or if above their authority brought to the Council.
Employer Liability	Comply with Employment Law	M	<b>Subscribe to the services of Bright HR.</b> Members of NALC. Any changes in employment law are notified to the Clerk/Council. Clerk is member of SLCC Advisory Group.
	Comply with Inland Revenue requirements	M	RFO /Clerk has attended webinars from HMRC. Regular advice from HMRC via Business Help & Support emails. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	M	CCTV & Alarm fitted to Parish Office building. Regular risk assessment

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			checks of all Parish buildings. Completion of Caretakers weekly checklist of duties undertaken. Completion of the hirer's signing in/out sheet. Staff also sign in/and out of all buildings.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets once a month (excluding August and December). Draft Minutes of the meeting are circulated to Councillors at the time of circulating the new agenda. Minutes are then presented for approval at the next Parish Council meeting. Minutes made available to press and public at the Parish Council buildings and via the web site.
	Proper document control	M	Old Minutes are stored securely at Nottingham Archives. Computers are password protected. Personal HR documents are securely locked away in the Parish Office which is alarmed. <b>Parish Buildings are registered with the Land Registry.</b>
Councillors propriety	Registers of Interests in place	H	Register of interest completed. Displayed on the website of Ashfield District Council, link on Parish Council website

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