

Ramsden Crays Parish Council
Risk Assessment

March 2023

RISK	IMPACT	CONTROL ACTION	LEVEL OF RISK
Protection of assets and damage or injury to third parties as a consequence of authority amenity or service	<ol style="list-style-type: none"> 1. Injury or damage caused to persons or property by unsafe equipment (bus shelters, seats, noticeboards and village signs owned by the authority) 2. Injury or damage caused to persons or property by unsafe equipment (Office equipment owned by authority) 	<p>Maintenance programme with contractors and handyman. Faults reported to relevant person for repair. Maintain current Asset Registry Regular view of Public Liability insurance coverage.</p> <p>Maintenance checks weekly by Cllrs. Reported incidents to Clerk. Replacement or repair of defective items. Maintain current Asset Register. Regular review of Employers Liability insurance coverage.</p>	<p>Low</p> <p>Low</p>
Liability of asset ownership	<ol style="list-style-type: none"> 1. Legal action or liability 	Regular review of risk and public liability insurance coverage	Low
Injury to public or damage of property as a consequence of contractors	<ol style="list-style-type: none"> 1. Liability for legal action 2. Liability for necessary repairs 	<p>Specific instructions to contractors</p> <p>Contractors to have public liability insurance</p>	Low
Theft of Assets	<ol style="list-style-type: none"> 1. Loss of asset 2. Liability of court action 	<p>Secure assets where possible</p> <p>Regular inventory checks</p> <p>Regular review of insurance coverage</p>	Low
Loss of funds due to dishonesty or theft	<ol style="list-style-type: none"> 1. Loss of public funds 2. Liability of court action 	<p>Adherence to Council's Financial Regulations</p> <p>Regular financial/internal audit checks</p> <p>Regular review of safeguards and Fidelity insurance coverage</p>	Low
Injury to Clerk and Councillors	<ol style="list-style-type: none"> 1. Personal injury 2. Court action 	Regular review of Personal accident insurance coverage	Low

Slander and Libel	<ol style="list-style-type: none"> 1. Personal affront 2. Court action 	<p>Exercise caution and discretion at all times</p> <p>Abide by Code of Conduct</p>	Low
Visits by public and councillors to Clerks Home used as Council Offices	<ol style="list-style-type: none"> 1. Possible injuries 	<p>Visits by appointment only</p> <p>Normal safeguards to ensure safety</p> <p>Insurance coverage</p>	Low
Adherence to lawful orders	<ol style="list-style-type: none"> 1. Offence under Health and Safety 2. Offence under Equal Opportunities 3. Offence under Data Protection 4. Offence under Employment Law 5. Offence under Disability Law 6. Offence under Discrimination Act 7. Offence under Human Rights Act 	<p>Ensure understanding of relevant law</p>	Low
Accounting Risks	<ol style="list-style-type: none"> 1. Inadequate banking arrangements 2. Fraud and corruption 3. Non adherence to financial controls 	<p>Adherence to Councils Financial Regulations</p> <p>Regular internal audit – 2 signed signatories for cheques</p> <p>Regular bank reconciliations – 2 signed docs. And bank stubs</p> <p>Monthly Meetings – Chairman to check statements against four accounts</p>	Low
Section 137 of the Local Government Act	<ol style="list-style-type: none"> 1. Misuse of correct funding 2. Reputation of Council 	<p>Ensure that conditions of Section 137 are met and adhered to</p> <p>Separate accounting for Section 137 payments</p> <p>Clearly record resolution in Minutes</p>	Low
Keeping of Records and Documents	<ol style="list-style-type: none"> 1. Loss of information 2. Supply of wrong information 	<p>Ensure regular scrutiny by internal audit</p> <p>Regular review on internal controls</p>	Low
Value Added Tax	<ol style="list-style-type: none"> 1. Failure to pay or claim 2. Court action 	<p>Ensure VAT regulations are adhered to</p> <p>Regular internal audit checks</p>	Low

	3. Loss of repayment funds	Regular prompt request for repayment	
Annual Precept	1. Inadequate funds 2. Over funding	Ensure financial regulations are adhered to Precept to be dealt with and discussed at full Council Responsible Financial Officer to make recommendations Ensure sound budgeting process arrangements	Low
Council business and instructions	1. Instructions not carried out 2. Poor administration 3. Deadlines not met	Ensure all instructions are carried out Minutes to show instructions Regular internal audit checks	Low
Dealing with public and rights of inspection	1. Loss of confidence by public 2. Loss of Council's reputation 3. Possible legal action	Adherence to clear legal obligations	Low
Members Register of Interests and Code of Conduct	1. Inappropriate gains 2. Loss of reputation to member# 3. Loss of Councils reputation 4. Possible legal action	Adherence to clear Code of Conduct	Low
Documents Retained	1. Loss of documents 2. Fire or theft 3. Malfunction of computer	Metal cabinet used for approved minutes Documents regularly backed up on disk Documents retained with Chairman on disk and updated at meetings	Low
Bus Shelters	1. Damage to shelters 2. No smoking signs	Monthly inspected by Councillors Monthly inspected by Councillors	Low