



Longstanton Parish Council

Longstanton Village Hall, 24 High Street, Longstanton, CB24 3BS

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Parish Clerk: Mrs Libby White CertHE PSLCC

Risk Assessment and Management 2020

| Area | Risk | Level | Control (and agreed improvements) |
|---------|--|-------|--|
| Assets | Protection of physical assets | M | Buildings, street furniture, village sign, and playground equipment insured. Value increased annually by RPI. |
| | Security of buildings, equipment, etc. | M | Ensure adequate systems in place. Contents and property insured. |
| | Maintenance of assets | M | Assets currently maintained on an ad hoc, as needed basis. Look at a programme of maintenance for forthcoming 3 years. Programme of electrical equipment in place. Inspections of playground on a weekly basis carried out by Clerk (having qualified Feb 2017) with additional quarterly inspections to be made by Play Maintain and an annual inspection by Play Inspections Limited inspection. |
| Finance | Banking | M | Parish Council accounts handled by RFO. Current accounts held with Unity Bank. Deposit accounts held with CCLA for protection with implementation of FSCS for Parish Councils. Minimum amounts transferred to Unity Current Account on a monthly basis to ensure enough funds to cover payment of invoices. Fidelity Guarantee insurance in place to cover a minimum of £600,000 as recommended by Internal Auditor. As less Earmarked Reserves are held by the Council, figure to be reviewed to aid with the reduction in insurance premium with less funds in place. |
| | Risk of consequential loss of income | M | Insurance cover. Sum insured £250,000 Computer backed up regularly and documents stored in 'the cloud'. |

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| | Financial controls of cash | H | Cash transactions are discouraged. Any cash to be paid into the bank account as soon as possible via the post office with the relevant card for the relevant account. Receipts issued when required. |
| | Financial controls and records | M | Monthly bank reconciliations, prepared by RFO presented to Finance Committee at monthly meetings. Checked quarterly against bank statements by a Cllr not on the Finance Committee who then report to full council on the check made and any concerns raised (if any). Two signatories for all online banking and cheques. Internal and external audits in place. |
| | Comply with VAT regulations | H | VAT claims made annually, calculated by RFO and reported to Council meeting. Internal auditor check. |
| | Sound budgeting to underlie annual precept | M | Finance Committee reviews budget in late autumn. Precept derived from this. Draft budget presented to Council for approval in January. Expenditure against budget reported to Council, quarterly. Risk Assessment of General un-earmarked reserves considered to ensure sufficient funding level in case of emergency. At least 12 months of precept to be held in unearmarked reserves. |
| | Complying with borrowing restrictions | L | Council to be made aware of borrowing regulations if considering future borrowing. |
| Liability | Risk to third party, property or individuals | M | Insurance in place. Open spaces checked regularly. Play areas checked on a weekly basis by Parish Clerk. Quarterly inspections to be carried out by Play Maintain and Play Inspections Limited to carry out annual inspection on all play equipment. Visual inspection and report of trees by qualified arboriculturist. Work carried out as recommended. Risk assessment carried out for Christmas Light Switch on. Risk assessment to be carried out for any other events. all council led events including Christmas Light Switch on, Remembrance Sunday Parade, Annual Litter Pick and Big Weekend Summer Event. All |

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| | | | information shared with relevant Safety Group at SCDC and insurance cover checked for each event. |
| | Safeguarding Children and Adults at Risk | H | Safeguarding policy adopted 2017. DBS checks to be completed on any staff members or volunteers in contact with children or Adults at Risk (where practically possible). |
| | Legal liability as consequence of asset ownership | H | Insurance in place. Written H&S check list operated by Clerk for play areas. Play areas inspected quarterly and annually by appointed companies. |
| Employer Liability | Comply with Employment Law | M | Membership of various national and regional bodies including employee's organisation. All employees issued with up to date contract of employment and job description. |
| | Comply with HMRC requirements | M | Payroll services administrated by Red Shoes Accounting Services Limited. Training courses attended where appropriate. Internal audit check procedures. |
| | Safety of staff and visitors | M | Lone Worker Policy in place. To consider the Duty of Care to staff and access to the Clerk for members of the public. CCTV installed at office. Regular H&S risk assessments to be carried out and reviewed annually. |
| Legal Liability | Ensuring activities are within legal powers | H | Clerk clarifies legal position on any new proposal. Legal advice sought where necessary. |
| | Proper and timely reporting via the minutes | M | Council meets once a month (except for August) and approves minutes at the following monthly meeting. Planning meetings held 2 weeks from monthly meeting where necessary. Interim Committee meeting minutes are made available to full Council at the monthly meeting. Minutes are made available to the public and press from either the Clerk or via the website (as per current data protection legislation) |
| | Proper document control | M | Legal documents held by the Clerk, filed in the Parish Office, Longstanton Village Hall. Key documents, inc. deeds, etc. stored in fire safe. Other data storage to comply with current data protection legislation. |

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| | | | Registration with the Information Commissioner's Office regularly reviewed. |
| Contractor Liability | Proper document control, risk to third party, property or individuals | M | Ensure that copies of relevant insurance cover held by contractors and sub-contractors obtained when carrying out work for Parish Council. Copies of training obtained where necessary. Method statements required from contractors. |
| Councillor Property | Registers of Interests and gift and hospitality in place | H | Register of interest completed, held by the Clerk and available at all Council meetings. All registers are reviewed at the Annual Meeting in May. |

This risk management paper was considered by the Council at its Annual Meeting held on Monday 11th May 2020.

Signed:
Chairman

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