

Worthington Parish Council

Risk Management Schedule - 2024/25

Subject	Risk	Frequency review	HML	Control in place	responsibility	Adequacy	Supplier
<u>PARISH COUNCIL INSURANCE</u>							
Public Liability	risk to third party, property or individuals	Annually	L	insurance in place, Risk assesment of individual events undertaken	clerk / Council	Adequate	Zurich
Employer Liability	Non Compliance with employment law	Annually	L	Regular training to keep updated with law changes. Advised by insurance company	clerk/ Council	Adequate	Zurich
Employee Liability	Causing Damage to employee	Annually	L	insurance cover in place	clerk	Adequate	Zurich
Councillor Liability	Causing Damage to Councillors	Annually	L	insurance cover in place	clerk	Adequate	
Profeessional Indemnity	legality of Activities, Document control,	Monthly	L	propoeer officer clarifys legal position, councillors approve and receive items at meetings, document policies in place.	clerk/Council	Adequate	
<u>ASSETS</u>							
Playground Equipment	Damage to equipment, safety Surfaces	Annually	M	Insurance held for all items, Checks made and follow ups from members of the public complaints	Clerk / Councillors	Adequate	ROSPA
Street Furniture (Bins, Noticeboards, Bus Shelters	Fly posting, Vandalism	Annually	L	Insurance held for all items, Checks made and follow ups from members of the public complaints	park caretakers	Adequate	
<u>FINANCIAL</u>							
Banking Arrangements	loss of cash, Bank Monies quickly, No cash kept on premises. Debts -keep ontop of users	Weekly	L	Financial regulations set out banking requirements, Internal audit	Clerk/Council	Adequate	
Vat	Reclaiming/Charging	Annually	L	Vat recovered annually, not registered to charge. Fianncial regulations in place	Clerk/Council	Adequate	
Budget Agreed	Adequacy of precept	Annually	L	sound budgeting, monthly documents updated and reviewed by council	Clerk/Council	Adequate	
Clerks Salary/Staff Salary	Breach of Employment laws, inc ni and tax	Annually	L	Procedures in place	Clerk/Council	Adequate	
<u>General</u>							
Election Costs	Risk of election Cost, Risk of Election to fill a casual vacancy	Four yearly	M	Risk in election year, Costs met from reserves. AGAR completed and signed by council and internal auditor, Checked and sent to external auditor within time	Clerk/Council	Adequate	Clerk / PC Clerk / Warden
AGAR	Not submitted within time limits	Annually	L	limit,	Clerk/Council	Adequate	Clerk / PC

Legal Powers	Illegal Activity or Payments	Annually	L	All activity and payments made within the powers of the parish council. Financial regulations in place.	Clerk/Council	Adequate	Clerk
Minutes, Agendas, Statutory documents	Accuracy and legality non compliance with statutory requirements	Annually	L	Minutes and agendas are produced in prescribed method and adhere to legal requirements. Minutes approved and signed. Councillors have a duty to declare any interest at the start of meeting, or when conflict arises.	Clerk/Council	Adequate	clerk/cemetery keeper
Members Interests	Conflict of Interest	weekly	M	Councillors agree to the code of conduct. Professional approach taken to all council matters	Councillor	Adequate	
Council and staff	Bringing the council into disrepute	weekly	M		councillor/clerk	Adequate	

MANAGEMENT

Business Continuity	Council not being able to fulfil its duties.	monthly	L	Files regularly backed up. Hard copies filed, electronic on the website.	Clerk/Council	adequate	
Meeting location	Health and Safety	n/a	L	rented building. Community use so risk assesment available	n/a	adequate	
Council records	Loss due to theft, fire, damage	Daily	L	Files regularly backed up. Hard copies filed, electronic on the website.	Clerk/Council	adequate	

Clerk / Chair

PC

Signed

FRO

MINUTE REFERENCE

DATE