

MERSHAM & SEVINGTON PARISH COUNCIL - RISK MANAGEMENT REGISTER				
Date of adoption by Parish Council 18th January 2010				
KEY RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL & RESPONSIBILITY
Insurance-managed risk				
Legal liability as a consequence of ownership of street furniture	Low	Compensation claims and defence costs	Regular maintenance & prompt repair Covered by insurance	Clerk & Cllrs. to monitor condition. Prompt repair of any damage. Periodic review of insurance cover by Council.
Loss or damage to street furniture & play equipment	Medium - likelihood of vandalism or impact damage to bus shelters & seats	Cost of repairs or replacement	Reporting of vandalism to Police Covered by insurance & budget for minor repairs	Periodic review of insurance cover by Council. Clerk to keep fixed assets register up-to-date & add new items to insurance cover.
Loss, theft or break-down of PC's computer & photocopier	Theft low risk - in Clerk's house. Breakdown - medium risk	Cost of replacement & repairs	Covered by insurance for loss Budget for repairs & eventual replacement.	Maintain adequate insurance
<u>Damage to individuals or 3rd party property from Council's public services or amenities</u>				
Play equipment (safety surfacing)	Medium - possibility of accident	Compensation claims & associated costs	Regular safety checks, maintenance & prompt repair Covered by insurance.	Clerk to order professional safety check annually; monthly check by Cllr. Prompt repairs. Adequate insurance cover.
Open space management	Medium - possibility of accident	Compensation claims & associated costs	Covered by insurance	Clerk to arrange periodic checks on condition of trees in JPF & MG by Tree Warden in spring & autumn. Qualified arboriculturalist to do any work to trees. Cllrs. & Clerk to monitor other likely hazards.
Public events held on Millennium Green or JPF	Medium - possibility of accident	Compensation claims & associated costs	Covered by insurance if PC is sole organiser & that insurer's advice is followed. (listed at end of document)	Risk assessment to be carried out for any events. Clerk & Cllrs to ensure comply with insurer's advice. Seek extra cover if reqd.
Street furniture	Low - fixed equipment	Compensation claims & associated costs	Covered by insurance	Annual check on condition by Clerk. Prompt reporting & repair of faults.

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Mowing JPF, MG & verges	Low - carried out by contractor	Compensation claims & associated costs	Covered by contractor's insurance	Use responsible contractor.
Compensation claim by employee (or contracted person) in respect of injury sustained during his/her employment	Low for Clerk - works mostly at home Medium for street cleaning - exposed to traffic/litter hazards	Compensation claims & associated costs	Covered by insurance Hi-viz jacket supplied to street cleaners Give instructions on handling dangerous litter. Provide gloves & litterpickers.	Periodic review of insurance cover by Council.
Compensation claim resulting from (alleged) negligent act or accidental error or omission by the Council or its employees	Low given limited activities of the Council	Potential cost to Council	Covered by insurance	Maintain adequate insurance cover. Ensure Council's decisions based on full information inc. professional advice where appropriate.
Loss of cash through theft or dishonesty	Low - any significant impact would easily be detectable Fidelity guarantee on insurance	Reduction in Council's resources	There is no petty cash float. All cheques signed by 2 Cllrs. against invoices. All expenditure approved by Council. Auditor scrutiny.	Clerk & Council to ensure application of financial regulations.
Actions against the Council for libel or slander	Low - proper conduct of meetings & Clerk's judgement regarding correspondence, etc	Potential cost to Council	Risk covered by insurance	Member awareness Proper conduct of meetings by Chairman & advice from Clerk
Failure of insurance provider	Low - using reputable insurer & policy specific to PCs	Loss of cover	Ensure robustness of provider	Annual review prior to renewal of policy by Clerk & Cllrs.
Self-managed risk				
Financial loss due to error in banking procedures	Low	Reduction in Council's resources	Regular monitoring & review	Application of financial regulations including scrutiny of bank statements by Clerk immediately on receipt. Periodic review of banking arrangements to secure best possible terms & conditions.

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Financial records not kept in accordance with statutory requirements	Low - internal monitoring should detect any deficiencies	Inefficient running of Council's business	Internal monitoring of Clerk's record-keeping & annual check by internal & external auditors Regular bank reconciliation	Clerk to keep records as per Governance & Accountability for Local Councils Cllrs. to conduct internal monitoring
Loss of cheques, cash, etc. held on Council's behalf	Low - receipts rarely in cash. Income by cheque infrequent. No petty cash held by Clerk.	Reduction in Council's resources	Prompt payment of receipts into bank. Most payments directly to bank by payee	Clerk to monitor
Loss of income	Low - few sources of income	Reduction in Council's resources	Timely submission of precept request. Comply with any grant conditions.	Councillors to decide precept at Nov. meeting after budgeting. Clerk to submit precept request and make sure grant conditions complied with.
Ensure all activities are within legal powers of Council	Low - various powers cover most activities. If not s137 can be used if of benefit to the community.	Council could act <i>ultra vires</i>	Use of s111 or s137 of Local Govt. Act 1972 where relevant if other powers do not cover activity	Clerk to advise and seek advice from KALC if necessary Record powers used in minutes.
Inadequate annual precept	Low with sound budgeting arrangements	Insufficient funds to run Council business	Budget well ahead and as accurately as possible Keep adequate balances/reserves	Clerk to prepare & Cllrs. to approve budget in November for following year
Unforeseen/uninsured legal or other expenses	Low - activities involving legal expenses usually planned in advance	Potential cost to Council	Plan activities well ahead and budget accordingly. Allow adequate contingency amount in budget	Council to plan ahead so that likely costs included in following year's budget. Clerk to include 10% contingency in budget & budget for possible legal costs.
Employment law & regulations Tax, NI, VAT	Low - Clerk monitors	Potential cost to Council	Monitor changes	Clerk to check compliance
Failure to represent community interest adequately in relation to matters likely to impact significantly on Parish	Low - PC is consulted by KCC, ABC and other bodies	Reduction in quality of life; missed opportunities to benefit from funding or advice Reduction in local facilities	Ensure PC responds to all relevant planning and other consultation. Be proactive when aware of potential threats to community. Membership of relevant organisations & committees.	Clerk to keep Cllrs. informed of all relevant consultation. Cllrs. to attend meetings of other relevant bodies & inform themselves on consultation issues. Call special meetings if needed.

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Loss of continuity in conducting business due Clerk being unable to work	Low - Cllrs. would have access to Council's records. Cllr. could take minutes.	Reduction in Council efficiency	Ensure Chairman/Vice-Chair. aware of location of records, files, etc. in Clerk's house. Clerk to give adequate warning if possible of any long-term inability to provide service.	Clerk to keep Cllrs. informed.
Loss of Council records	Low - Kept at Clerk's house.	Reduction in Council efficiency	Clerk to back up electronic records and store paper records in filing cabinet. Copies of minutes on website & Ashford Library if possible. Older minutes archived at Centre for Kentish Studies.	Clerk
Meeting venue - health & safety	Low - held on Church premises		Held in Church Room hired from PCC. Adequate for Cllrs. & small number of members of the public. Larger meetings to be held in Church or Village Hall.	Clerk to book larger premises if required.
Areas with scope to work with others to help manage risk				
Inadequate contract agreements & monitoring of services to be provided by contractor	Low - PC only has regular contract for mowing	Inadequate provision of service Waste of Council funds	Standing Orders/Financial Regs. for dealing with award of contracts. Regular reporting on performance by contractors. Annual review of contracts.	Cllrs. & Clerk to scrutinise & discuss any new contracts & seek independent advice if necessary.
BROKER'S ADVICE RE HOLDING EVENTS				
Providing that the PC is the 'sole organiser' our policy will then provide cover subject to:				
a risk assessment being carried out in writing prior to the event and kept on PC records				
bouncy castles must have their own Public Liability insurance in place				
the location is suitable for the event				
a first aider must be in attendance and they must have the means to call the emergency services				
all third parties must have their own public liability insurance, e.g. catering vans, fair rides, pony rides, bands & stalls not organised by the PC				
all permits and licenses must be in place				
the police and fire brigade must be notified				
there must be sufficient marshalls for the number of people attending, for example 1 marshall per 100 people				
if the PC is responsible for a barbecue, it must be sited in a position that people cannot walk into it. Fire fighting equipment must be in place				

	i.e. sand/water and the food must be kept chilled until it is cooked			
	if the PC is organising a Tug of War they must ensure that all competitors are wearing suitable clothing and footwear and that they use the			
	correct type of rope			
	if the PC is participating in the lighting of a bonfire or beacon, the brokers should be notified a minimum of 14 days prior to the event,			
	and receive a copy of the risk assessment and the public must be kept at a safety distance.			
	Date document originally adopted: 18.1.2010. Reviewed: Feb. 2011 but unchanged.			
	Reviewed and amended March 2012			