

## Risk Management Policy and Risk Register - Bottesford Parish Council

Date of last review - 13/05/2024 Minute Ref: `123/24

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."

The management of risk is an important part of the Parish Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Parish Council hold.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify any and all potential inherent risks.

The Parish Council, based on this assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible and making sure that all employees are made aware of the results of the risk assessment.

| Risk Number                     | Subject                | Risk Description ( <i>The risk is ...</i> )   | Likelihood (L) | Impact (I) | Risk (LxI) | Risk Owner                 | Mitigation/Management Of Risk   | Key Controls   | Risk Indicators  | Review/Assess/Revise   |
|---------------------------------|------------------------|---|----------------|------------|------------|----------------------------|---|--|--|--|
| <b>FINANCIAL AND MANAGEMENT</b> |                        |   |                |            |            |                            |   |  |  |  |
| FM1                             | Precept                | Adequacy of Precept for the Council to carry out its Statutory duties.                          | 2              | 2          | 4          | Councillors                | The Council regularly receives budget update information throughout the year to check the adequacy of the precept which is fixed by full Council. At the Precept meeting the Council receives a budget update report, including actual position and projected position indicative figures to the end of year. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Melton Borough Council. | Agenda Item at each monthly meeting of the Council.  | Regular over/under spends identified in monthly financial reports.                                     | Existing procedures ensure that an accurate Precept is requested.  |
|                                 |                        | Precept requirements not submitted to Melton Borough Council by deadline.                       | 1              | 3          | 4          | Parish Clerk               | Once the Council has formally agreed the level of precept required the Parish Clerk requests this amount, in writing, from Melton Borough Council. The submission to be made before the end January.  | Annual Budget & Precept approval to be an Agenda Item for the December meeting of the Council.   | The precept will not be paid.  | Existing procedures ensure that the Precept request is submitted in a timely manner.   |
|                                 |                        | Precept request not received by Melton Borough Council.   | 1              | 2          | 2          | Parish Clerk               | The Parish Clerk informs Council when precept income is received.   |  |  | Existing procedures adequate.  |
| FM2                             | Financial Records      | Inadequate records.   | 1              | 2          | 2          | Parish Clerk & Councillors | The Council has adopted Financial Regulations which set out the requirements for reporting financial information to the Council. This includes procedures that are designed to prevent fraud and irregularities.  | A budget update, bank balances and bank reconciliations and a breakdown of receipts and payments are reviewed and approved at each monthly meeting of the Council. |  | Existing procedure adequate.   |
|                                 |                        | Financial irregularities.   | 1              | 3          | 3          | Parish Clerk & Councillors | The Council has Financial Regulations which set out the requirements.   | Parish Clerk provides legality advice at each monthly meeting of the Council with regards to expenditure decisions taken.  | Financial errors identified. Inability to meet financial obligations. Police/legal action implemented. | Review the Financial Regulations at least annually.  |
| FM3                             | Annual Return          | Inaccurate or incomplete.   | 2              | 2          | 4          | Parish Clerk               | The External Audit Annual Return is completed and approved by the Council and submitted to the internal auditor for completion, relevant checks and signing in sufficient time to meet the deadline date.   | The AGAR is checked at a full meeting of the Council and then by the internal auditor prior to submission.   | A negative internal/external audit report.   | Existing procedures adequate.  |
|                                 |                        | Submit within time limits.  | 2              | 2          | 4          | Parish Clerk & Councillors | Council meeting held to approve accounts in time for sending to external auditor on time (or an exemption certificate is signed and returned if appropriate). The Parish Clerk to ensure that further requests from the external auditor are responded to promptly and reported to the Council.   |  |  |  |
| FM4                             | Reporting and Auditing | Provision of monitoring information.  | 1              | 2          | 2          | Parish Clerk & Councillors | Financial reporting is a monthly Agenda Item (Finance Report) that includes bank reconciliations, budget update, together with a breakdown of receipts and payments balanced against the bank statements.   | Finance Reports are included as an Agenda Item for each monthly meeting of the Council.  | Financial errors identified.   | Existing procedure adequate.   |
|                                 |                        | Compliance.   | 2              | 2          | 4          | Parish Clerk & Councillors | Councillors have the opportunity to discuss, question and review financial matters during the monthly Council meeting. Council should regularly audit internally to check procedures and to comply with the Fidelity Guarantee.   | Council annually appoints an internal auditor.   |  | Council annually to appoint an Internal Auditor.<br><br>The Council is using the LRALC approved internal auditor scheme for 2019/20. |
| FM5                             | Bank and Banking       | Inadequate control and checks over banking procedures that could result in fraudulent activity. | 2              | 3          | 6          | Parish Clerk & Councillors | The Council has Financial Regulations which set out the requirements for banking, cheques, online transactions and the reconciliation of accounts.  | Bank statements, showing bank balances and monthly bank reconciliations are reviewed and approved at each monthly meeting of the Council.                          | Financial errors identified.   | Review the Financial Regulations at least annually.  |

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|-------------|------------------------------|---|-----------------------|-----------------------|-----------------------|--|--|---|--|--|
|             |                              | Bank mistakes and errors being made.<br><br>Incurring bank charges.   | 2<br>1                | 3<br>3                | 6<br>3                | Parish Clerk<br>Parish Clerk   | The bank mandate/signatory list to be regularly checked, reviewed and updated as required; particularly following an election or resignation of a Councillor.<br><br>The signatures of two Councillors are required on all cheque payments.<br>The Parish Clerk reconciles the bank accounts monthly to ensure transactions are correctly reflected in the financial information presented to the Council.<br>The Parish Clerk reviews the Council's banking arrangements regularly.   | Review and approval of bank mandate/signatory list to be an Agenda Item for the June meeting of the Council.<br><br>The Parish Clerk checks and reconciles bank statements monthly.   |  | Existing procedures adequate, bank signatories change in December 2019.<br><br>Existing procedures adequate.<br><br>Existing procedures adequate.  |
| FM6         | Cash                         | Loss through theft or dishonesty.   | 1                     | 3                     | 3                     | Parish Clerk & Councillors   | The Council has Financial Regulations which set out the requirements for the handling of cash.<br><br>No petty cash or cash float is held by any Council staff.  | Electronic transfer of funds is promoted as the primary form of payments to the Council.<br><br>Any cash receipts are banked immediately.   | Financial errors identified.<br>Inability to meet financial obligations.<br>Police/legal action implemented. | Existing procedures adequate.  |
| FM7         | Insurance                    | Inadequacy of insurance cover.<br><br>Fidelity Guarantee.<br><br>Insurance not in place.<br><br>Cover lapsing or being made invalid through non-compliance.<br><br>Cost increase. | 2<br>2<br>2<br>2<br>1 | 2<br>2<br>2<br>2<br>1 | 4<br>4<br>4<br>4<br>1 | Parish Clerk<br>Parish Clerk<br>Parish Clerk<br>Parish Clerk<br>Parish Clerk | An annual review is undertaken (at time of policy renewal) of all insurance arrangements in place, Employers & Employee Liability, Public Liability, Fidelity Guarantee are a statutory requirements. Cover also needed for Assets and Equipment.<br><br>As part of the capital expenditure approval process consideration to be given to the adequacy of the Council's insurance policy.<br>Ensure that Fidelity checks are in place.<br><br>Annual policy renewal notices to be processed promptly and the renewal premium paid.<br>Ensure that all actions of the Council and its employees comply with the terms and conditions of the relevant insurance policies.<br>Include an inflationary % increase in the budget line figure for insurance in the annual budget/precept setting process.<br>Every third year obtain comparison quotes from competitive insurance providers, and undertake a value for money review. | Review insurance provision annually at start of new financial year.<br><br>Perpetual diary note to remind of renewal date.<br><br>Perpetual diary note to remind of quotation review.   |  | Existing procedures adequate. Current levels of cover as per insurance Schedule.<br><br>Existing procedures adequate.<br><br>Existing procedures adequate.<br><br>Existing procedures adequate.<br><br>Out of Council's control. |
| FM8         | VAT                          | Re-claiming/charging.   | 2                     | 2                     | 4                     | Parish Clerk   | The Council has Financial Regulations which set out the required processes.  | Details of VAT recovered is reflected/detailed in the breakdown of receipts and payments reviewed and approved at each monthly meeting of the Council.  | The Council will not receive recovered VAT.  | Existing procedure adequate.   |
| FM9         | Charges - Rentals Payable    | Payments of charges, leases and/or rentals.   | 1                     | 1                     | 1                     | Parish Clerk   | The Parish Council currently leases the Old School, Grantham Road from the Bottesford Institute.   | A rental review of the property is undertaken on a regular basis.   |  | Existing procedure adequate.   |
| FM10        | Charges - Rentals Receivable | Receipt of rental income (Allotments)<br><br>Receipt of rental income (Hire of Parish Room & Fuller Room)<br><br>Unpaid invoices.   | 3<br>2<br>2           | 1<br>1<br>2           | 3<br>2<br>4           | Parish Clerk<br>Parish Clerk<br>Parish Clerk                                 | A schedule of payments received is kept which tallies with the ongoing 'receipts and payments' schedule and bank reconciliation.<br><br>Any late payments are noted and chased by the Parish Clerk in line with Allotments Terms and Conditions.<br><br>A schedule of payments received is kept which reconciled with the ongoing 'receipts and payments' schedule and bank reconciliation.<br>Unpaid invoices to the Council are pursued and where possible, payment is obtained in advance.  | Financial figures reviewed and approved at each monthly meeting of the Council.<br><br>Details included in Lead Councillor (Allotments) report at monthly meeting of the Council.<br>Sequentially numbered Receipt Book used, with receipts given to all renters. | Failure to meet projected income in relevant budget category.  | Existing procedure adequate.<br><br>Existing procedure adequate.   |

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|-------------------------------|-------------------------------|--|------------|-----|-------|--|---|---|---|--|
|                               |                               |  | (L)        | (I) | (LxI) |  |   |   |   |  |
| FM11                          | Election costs                | Financial risk to the Council of an election (i.e. both scheduled and by-election).                  | 2          | 2   | 4     | Parish Clerk                               | Parish Council elections held every four years, next in 2023, with costs incurred where there is a contested election. Therefore the Council will earmarked financial reserves to cater for an election if this becomes necessary. Sufficient funds will be held on an ongoing basis to cover a contested casual vacancy. | In budget/precept process include a budget line for election costs for election years.  |   | Existing procedure adequate. In December 2022 when setting 2023/24 budget/precept an allowance to be made for May 2023 election costs. |
| FM12                          | Expenditure - Direct Costs    | Goods being billed for that the purchase of has not been authorised.                                 | 1          | 2   | 2     | Parish Clerk & Councillors<br>Parish Clerk | The Council has Financial Regulations which set out the underlying requirements. Prior to payment, all expenditure details are to be checked back to the Council's Minutes to ensure approval previously authorised and documented.   | Financial Regulations.  |   | Existing procedures adequate.  |
|                               | Invoices - Orders             | Goods being billed for that have not been supplied.  | 1          | 2   | 2     | Parish Clerk & Councillors                 | Prior to authorisation for payment invoices to be checked by two Councillors to confirm goods or service has been received, with the invoice being endorsed accordingly.  |   | Existing procedures adequate.   |  |
|                               |                               | Incorrect invoicing amounts.   | 2          | 2   | 4     | Parish Clerk & Councillors                 | At each Council meeting the list of invoices awaiting approval is distributed to Councillors for consideration and approval.  |   | Review the Financial Regulations annually.  |  |
|                               | - Stock Control               | Loss of stock due to theft, damage or exceeding expiry date.   | 1          | 2   | 2     | Parish Clerk                               | The Council carries minimal stocks, which are checked and monitored regularly by the Parish Clerk.  |   |   |  |
| FM13                          | Grants - Payable              | Power to pay grants and make donations.  | 1          | 2   | 2     | Parish Clerk & Councillors                 | The Council to review its compliance with the criteria to use the General Power of Competence (GPC) at its Annual Meeting.  | Agenda Item at Council's Annual Meeting.  |   | Existing procedure adequate.   |
|                               |                               | Evidence of Council's Authorisation.   | 1          | 2   | 2     | Parish Clerk & Councillors                 | All such expenditure to be considered for approval at a meeting of the Council and Minuted accordingly.   |   | Existing procedure adequate.  |  |
|                               |                               | S137 payments made per Grants and Donations Policy.  | 1          | 2   | 2     | Parish Clerk & Councillors                 | All such expenditure to adhere to the Council process of approval, be Minuted and listed accordingly where S137 powers of expenditure are used.   |   | Parish Councillors/Clerk to review expenditure monthly and record any S137 payments made.   | Existing procedure adequate.   |
| FM14                          | Grants - Receivable           | Opportunity for Grant assistance missed.   | 2          | 2   | 4     | Parish Clerk                               | All items of Council expenditure (other than operation costs) are to be assessed to see if suitable for grant support from Local Government, Central Government, Government Agencies of other relevant Organisations. Where potential Grant support is identified an application is to be explored/submitted.             | Parish Clerk to review all Agenda Items prior to Council meetings identifying items where a Grant application may be appropriate. |   | Current procedures are inadequate.   |
|                               |                               | Grant fund receipts being misappropriated or used for invalid purpose.                               | 1          | 2   | 2     | Parish Clerk & Councillors                 | All expenditure of Grants received to be dealt with within the specifically defined terms and conditions as set out in the funding application.<br><br>All such expenditure to be explicitly itemised in the accounts presented to the Council.   |   | Grant applications/procedures are followed and decisions shared with all Councillors as and when relevant. Receipt of one-off grants are recorded through meeting Minutes and financial management systems for approval.<br><br>Details included in breakdown of receipts and payments that reviewed and approved at each monthly meeting of the Council. |  |
| <b>OPERATIONAL MANAGEMENT</b> |                               |  |            |     |       |  |   |   |   |  |
| OM1                           | Business Continuity           | Risk of Council not being able to continue its business due to an unexpected or tragic circumstance. | 1          | 3   | 3     | Parish Clerk & Councillors                 | The Parish Clerk makes regular back-ups of files to Cloud Storage. In the event of the Parish Clerk being indisposed the Chairman to contact the County Association of Local Councils for advice.   |   |   | Appropriate back-up arrangements in place. Review plan when necessary.   |
|                               |                               | Loss of Parish Clerk or loss of Council papers/electronic records.                                   | 2          | 3   | 6     | Parish Clerk & Councillors                 | The Councillors will convene emergency meeting to agree interim arrangements.   | Financial Regulations.  |   | Existing procedure adequate.   |
| OM2                           | Value for Money               | Work awarded incorrectly.  | 2          | 2   | 4     | Parish Clerk & Councillors                 | Financial Regulations specify the procedures for procuring goods and services.  | Financial Regulations.  |   | Existing procedures, contained within Financial Regulations, are adequate.   |
|                               | Accountability                | Overspend on services.   | 1          | 2   | 2     | Parish Clerk & Councillors                 | If problems are encountered with a contract or a service, the Clerk would investigate, check the relevant circumstances and report to Council.  | Monthly financial reports and checks by Councillors.  |   |  |
| OM3                           | Salaries and associated costs | Salary paid incorrectly.   | 1          | 2   | 2     | Parish Clerk & Councillors                 | The Council authorises the appointment level of remuneration of all employees. Rates of pay are linked to national terms and conditions.  | Financial Regulations.  |   | Existing systems include adequate controls.  |

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|------------------|--|---|----------------|------------|------------|----------------------------|---|--|--|--|
|                  |  | Wrong deductions of NI or Tax.                | 1              | 2          | 2          | Parish Clerk               | HMRC software templates are used for payroll calculations.  | Membership of LRALC/NALC.                                    |  | Existing procedure adequate.   |
|                  |  | Unpaid Tax & NI contributions to HMRC.        | 1              | 2          | 2          | Parish Clerk               | Tax and NI is calculated using the HMRC Basic PAYE Tools programme (updated annually).  |  |  | Existing procedure adequate.   |
| OM4              | Employees                                      | Roles performed inadequately.                 | 2              | 2          | 4          | Parish Clerk & Councillors | All staff have a Contract of Employment and Job Description.  | Retained personnel services.                                 |  | Existing procedure adequate.   |
|                  |  | Loss of key personnel.                        | 2              | 2          | 4          | Parish Clerk & Councillors | Annual appraisal interviews are carried out.<br>Employment policies in place.<br>The Councillors will convene emergency meetings to agree interim arrangements if key personnel are absent without notice.  | Appraisal system.<br>Standing Orders.                        |  | Existing procedure adequate.   |
|                  |  | Fraud.  | 1              | 3          | 3          | Parish Clerk & Councillors | The Council carries Fidelity Guarantee insurance with regard to fraud or staff actions  | Insurance.   |  | Existing procedure adequate.   |
|                  |  | Actions undertaken.                           | 1              | 2          | 2          | Parish Clerk & Councillors | The Clerk is provided with access to relevant training, reference books and legal advice required to undertake the role.  | Appraisal system.  |  | Existing procedures adequate   |
|                  |  | Health & Safety.                              | 1              | 2          | 2          | Parish Clerk & Councillors | Statutory and regular routine health & safety inspections undertaken.<br>Employment policies in place.  | Retained personnel services.                                 |  | Monitor working conditions, safety requirements and Insurance regularly.                           |
| OM5              | Legal Powers                                   | Illegal activity or payments.                 | 1              | 3          | 3          | Parish Clerk               | All activity and payments within the powers of the Council to be resolved and Minuted at Full Council meeting.  | Standing Orders.   |  | All powers appropriately considered and Minuted.   |
| OM6              | Minutes, Agendas, Notices, Statutory Documents | Accuracy and legality.                        | 1              | 2          | 2          | Parish Clerk               | Minutes and agendas are produced in the prescribed form by the Parish Clerk and adhere to legal requirements.<br>Minutes are approved and signed at the next Council meeting.   | Standing Orders.   | Complaints from members of the public.                       | Existing procedure adequate.   |
|                  |  | Business conduct.                             | 1              | 2          | 2          | Parish Clerk & Councillors | Minutes and agenda are accessible to the public in compliance with the legal requirements.<br>Business conducted at Council meetings is managed lawfully by the Chair with the advice and guidance of a qualified Clerk.                                      | Standing Orders.   |  | Guidance/training is available to the Chair.<br>Members to adhere to Code of Conduct.              |
| OM7              | Data protection                                | Policy.                                       | 2              | 2          | 4          | Parish Clerk               | The Council is registered with the Information Commissioner.  |  | Complaints from members of the public.                       | Ensure annual renewal of Registration and compliance with the General Data Protection Requirement. |
|                  |  | Provision.                                    | 1              | 2          | 2          | Parish Clerk               | Data protection policies in place.  |  |  |  |
| OM8              | Freedom of Information Act                     | Policy.                                       | 1              | 2          | 2          | Parish Clerk               | The Council has a model publication scheme for Local Councils in place.   | Model Publication Scheme.                                    | Complaints from members of the public                        | Monitor and report any impacts of requests made under the FOI Act.                                 |
|                  |  | Provision.                                    | 1              | 1          | 1          | Parish Clerk               | The Council is able to request a fee for any information requested to cover the cost of consumables and the Parish Clerk's time.  |  |  |  |
| OM9              | Meeting location                               | Health & Safety.                              | 3              | 1          | 3          | Parish Clerk & Councillors | The Council Meetings are held at the Old School (i.e. Parish Room/Fuller Room). The premises and facilities are considered to be adequate for the Parish Clerk, Councillors and Public who attend from both a Health and Safety, DDA and comfort perspective. | Annual checks on all electrical, gas, fire safety equipment. | Complaints from staff, Councillors or members of the public. | Existing locations adequate.   |
| <b>LIABILITY</b> |  |   |                |            |            |                            |   |  |  |  |
| L11              | Legal Powers                                   | Illegal activity or payments.                 | 1              | 2          | 2          | Parish Clerk               | All activity and payments made within the powers of the Council (not ultra vires) and to be resolved and clearly Minuted.   | Standing Orders.   | Complaints from members of the public.                       | Existing procedure adequate.   |
|                  |  | Working Parties taking decisions.             | 1              | 1          | 1          | Parish Clerk & Councillors | Ensure established with clear 'Terms of Reference'.   |  |  | Existing procedures adequate.  |
| L12              | Public Liability                               | Risk to third party, property or individuals. | 2              | 2          | 4          | Parish Clerk               | Insurance is in place.  | Standing Orders.   |  | Existing procedures adequate.  |
|                  |  |   |                |            |            | Parish Clerk               | Risk assessments regularly carried out to comply with requirements.   |  |  | Ensure risk assessments are carried out.   |
| L13              | Employer Liability                             | Non-compliance with employment law.           | 1              | 2          | 2          | Parish Clerk & Councillors | Undertake adequate training and seek advice from the County Association of Local Council.   | Retained personnel services                                  |  | Existing procedures adequate.  |
| L14              | Legal Liability                                | Legality of activities.                       | 2              | 2          | 4          | Parish Clerk               | Parish Clerk to clarify legal position on proposals and to seek advice if necessary.  | Membership of LRALC/NALC                                     |  | Existing procedures adequate.  |

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|------------------------|-------------------------------------|---|------------------|------------------|------------------|--|---|--|---|--|
|                        |                                     | Proper and timely reporting via Minutes.<br>Proper document control.  | 1<br>2           | 1<br>1           | 1<br>2           | Parish Clerk & Councillors<br>Parish Clerk   | Council always receives and approves Minutes at monthly meetings.<br>Document Retention Policy in place.  |  |   | Existing procedures adequate.<br>Existing procedures adequate.   |
| <b>PHYSICAL ASSETS</b> |                                     |   |                  |                  |                  |  |   |  |   |  |
| PA1                    | Land                                | Loss of asset.<br><br>Risk of harm to users due to ineffective/inadequate maintenance.  | 2<br>2           | 1<br>1           | 2<br>2           | Parish Clerk & Councillors<br>Parish Clerk & Councillors   | All land owned and maintained by the Council to be recorded on the Asset Register List.<br>All deeds will be kept in a safe/secure location and all land will be appropriately recorded at the Land Registry.<br>All land for which the Council is responsible will be part of an appropriate maintenance contract.<br><br>All Council assets to be subject to appropriate insurance cover.   | Maintain up to date Asset Register List.<br><br>Ensure all maintenance contracts/documentation is up to date.  |   | Existing procedures adequate.<br><br>Existing procedures adequate.<br><br>Existing procedures adequate.                                      |
| PA2                    | Allotments                          | Failure of tenants to use and maintain plots.<br>Reputational harm from poor maintenance.<br><br>Risk to third parties.   | 2<br>1<br>1      | 2<br>1<br>2      | 4<br>1<br>2      | Parish Clerk<br>Parish Clerk & Councillors<br>Parish Clerk   | Inspection of individual plots and monitoring whether Terms and Conditions have been satisfied.<br>Inspection of allotments, adhering to maintenance schedule and ensuring any additional identified work is undertaken promptly.<br>Annual review of Tenancy Agreement and Terms and Conditions.   | Allotment tenancy agreements.<br><br>Quarterly inspections.  | Complaints from members of the public.                                | Existing procedure adequate<br>Existing procedures adequate.<br>Existing procedures adequate.  |
| PA3                    | Trees                               | Risk of harm to residents/contractors/road users due to ineffective/inadequate maintenance.   | 2                | 3                | 6                | Parish Clerk & Councillors   | Any concerns raised regarding trees on Council land to be assessed and actioned by an appropriately qualified arborist/tree surgeon.<br><br>All Council assets to be subject to appropriate insurance cover.  | The Council has approached Leicestershire County Council to undertake all necessary assessments and maintenance of trees on Council land.                                      | Complaints from or injury to members of the public.                   | Awaiting response re LCC management.   |
| PA4                    | Play Equipment                      | Loss of equipment.<br><br>Risk of harm to users due to damaged/faulty equipment.<br>Risk of loss of Council asset due to inadequate inspection/maintenance.<br><br>Loss of enjoyment by users due to ineffective/ inadequate maintenance. | 1<br>2<br>1<br>1 | 1<br>3<br>2<br>2 | 1<br>6<br>2<br>2 | Parish Clerk & Councillors<br>Parish Clerk & Councillors<br>Parish Clerk & Councillors<br>Parish Clerk & Councillors | All play equipment to be recorded on the Asset Register List.<br><br>All Council assets to be subject to appropriate insurance cover.<br>Weekly visual inspections conducted by a Parish Councillor and written reports submitted.<br>Quarterly operational inspections carried out by RoSPA qualified personnel.<br><br>Annual certified inspection of Play Parks carried out by RoSPA qualified personnel.<br>All identified issues to be categorised and actioned in accordance with risk posed. | Maintain up to date Asset Register List.<br><br>Ensure all inspections and records are up to date.<br>Records to be kept for 21 years.<br><br>Records to be kept for 21 years. | Complaints from or injury to members of the public.                   | Existing procedures adequate.<br><br>Existing procedures adequate.<br><br>Existing procedures adequate.<br><br>Existing procedures adequate. |
| PA5                    | Benches                             | Risk of harm to users of damaged benches.<br><br>Risk of financial loss caused by inadequate maintenance.   | 1<br>1           | 2<br>1           | 2<br>1           | Village Warden, Parish Clerk & Councillors<br>Village Warden, Parish Clerk & Councillors                             | All benches to be recorded on the Asset Register List.<br><br>Councillors and the Village Warden to alert the Parish Clerk of any damage/deficiency to benches and action taken immediately to repair/make safe.<br>All Council assets to be subject to appropriate insurance cover.  | Maintain up to date Asset Register List.   | Complaints from or injury to members of the public.                   | Existing procedures adequate.<br><br>Existing procedures adequate.   |
| PA6                    | Village Entrances Planters/Displays | Risk of harm to passing pedestrians, cyclists or motorists.<br><br>Risk of financial loss caused by inadequate maintenance.   | 1<br>1           | 2<br>1           | 2<br>1           | Village Warden, Parish Clerk & Councillors<br>Village Warden, Parish Clerk & Councillors                             | All Village Entrances Planters/Displays to be recorded on the Asset Register List.<br><br>Councillors and the Village Warden to alert the Parish Clerk of any damage/deficiency to Village Entrances Planters/Displays and action taken immediately to repair/make safe.<br><br>All Council assets to be subject to appropriate insurance cover.  | Maintain up to date Asset Register List.   | Complaints from or injury to members of the public or their vehicles. | Existing procedures adequate.<br><br>Existing procedures adequate.   |
| PA7                    | Street Lamps                        | Risk of harm to members of the public of damaged/faulty light.  | 2                | 1                | 2                | Parish Clerk & Councillors   | The Parish Clerk to hold an up to date list of streetlamps in the Parish and who is responsible for them.   | Maintain up to date Asset Register List.   | Complaints from or injury to members of the public.                   | Existing procedures adequate.  |

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|-----------------------------------|---------------------------|--|----------------|------------|------------|--|--|---|--|--|
|                                   |                           | Risk/anxiety to members of the public caused by inadequate street lighting.  | 1              | 2          | 2          | Parish Clerk & Councillors   | Ensure all lamps owned by the Parish Council are subject to an appropriate maintenance contract/agreement.<br>All damaged/faulty lamps to be reported to the appropriate maintenance provider.<br>All Council assets to be subject to appropriate insurance cover.   |   |  | Existing procedures adequate.<br>Existing procedures adequate.   |
| PA8                               | Waste/Dog Bins            | Health risk to the public of inadequate or damaged bins.<br><br>Health risk to the public of unemptied and overflowing bins. | 1<br><br>2     | 2<br><br>2 | 2<br><br>4 | Parish Clerk & Councillors<br><br>Village Warden, Parish Clerk & Councillors | All waste/dog bins to be recorded on the Asset Register List.<br><br>All Council assets to be subject to appropriate insurance cover.<br>The repair of damaged bins and provision of additional bins to be considered annually in accordance with Asset Register List/precept procedures.<br>Councillors and the Village Warden to alert the Parish Clerk of any damage/deficiency or failure to empty bins.<br><br>Failure to empty bins to be reported to Melton Borough Council and immediate action requested. | Maintain up to date Asset Register List.  | Complaints from or injury to members of the public.      | Existing procedures adequate.<br><br>Existing procedures adequate.<br>Existing procedures adequate.<br>Existing procedures adequate. |
| PA9                               | Office Equipment          | Loss of equipment.<br><br>Risk to users of faulty/damaged equipment.   | 1<br><br>1     | 1<br><br>2 | 1<br><br>2 | Parish Clerk & Councillors<br><br>Parish Clerk                               | All office equipment to be recorded on the Asset Register List.<br><br>All Council assets to be subject to appropriate insurance cover.<br>All electronic goods are PAT tested annually.   | Maintain up to date Asset Register List.  | Complaints from or injury to staff or members of public. | Existing procedures adequate.<br>Existing procedures adequate.<br>Existing procedures adequate.                                      |
| PA10                              | Defibrillators            | Risk to users of faulty/damaged equipment.   | 2              | 3          | 6          | Parish Clerk & Councillors   | All defibrillators in the Parish are subject to a maintenance contract with The Community Heartbeat Trust.<br><br>Defibrillators are checked weekly by volunteers and these checks are logged with The Community Heartbeat Trust.  | Continue to promote understanding around defibrillators through ongoing training and promotion. | Complaints from or injury to members of the public       | Existing procedures adequate.<br><br>Existing procedures adequate.   |
| <b>PROPRIETY &amp; REPUTATION</b> |                           |  |                |            |            |  |  |   |  |  |
| PR1                               | Members Interests         | A Conflict of Interest exists.<br><br>Register of Members Interests.   | 1<br><br>1     | 2<br><br>2 | 2<br><br>2 | Parish Clerk & Councillors<br><br>Parish Councillors<br><br>Parish Clerk     | The declaration of interests by members at meetings is a standing item on all Agendas to remind Councillors of their duty.<br>Register of Members Interest forms completed on Councillor's appointment and then to be reviewed regularly by Councillors.<br><br>Completed Register of Members Interest forms passed on to Melton Borough Council.  | Standing Orders and Code of Conduct.  | Complaints from members of the public.                   | Existing procedure adequate.<br><br>Members take responsibility to update the Register.<br>Existing procedure adequate.              |
| PR2                               | Party Political Interests | Councillors seen to pursue party political interests.  | 1              | 1          | 1          | Parish Councillors   | No Councillors sought election or co-option on the basis of any party political affiliation.   | Standing Orders and Code of Conduct.  | Complaints from members of the public                    | Existing procedure adequate.   |
| PR3                               | Councillor Allowances     | Councillors over-paid.<br>Real or apparent benefit financially from membership of the Council.                               | 1<br>1         | 2<br>1     | 2<br>1     | Parish Clerk<br>Parish Clerk & Councillors                                   | No allowances are paid to Parish Councillors.<br>The Parish Clerk maintains a Register of Gifts and Hospitalitys, with Councillors periodically reminded of its existence.   | Perpetual diary note made to include as an Agenda Item at start of new financial year.          | Complaints from members of the public                    | No procedure required<br>Existing procedure adequate.  |
| PR4                               | Neglect of Duties         | Councillors seen to neglect duties and interests of parishioners.  | 1              | 2          | 2          | Parish Councillors   | Council meetings well attended by Councillors and frequently by parishioners interested in particular Agenda Items. Council has demonstrated sensitivity to opinions of parishioners.  | Standing Orders and Code of Conduct.  | Complaints from members of the public.                   | Existing procedure adequate.   |