

HILLDALE PARISH COUNCIL RISK MANAGEMENT REGISTER

RISK	PROBABILITY	IMPACT	MITIGATION	CONTROL	RESPONSIBILITY
personal injury or damage to member or members of the public or their property arising from defect/s in Council property.	Medium. council property comprises fixed installations such as benches/seats play equipment and village hall.	Claims for compensation and costs to the Council in defending claims where appropriate.	Covered under the Council's insurance policy £10,000,000	Regular maintenance and prompt repair of any damage. Periodic review of insurance cover and timely renewal.	Council and Clerk.
Compensation claim by employee or contracted person in respect of injury sustained in the course of his/her employment/engagement.	Low given the nature of the Clerk's duties High given the nature of the caretaker's duties.	Claims for compensation and associated costs.	Potential liabilities including costs covered by Council's insurance policy £10,000,000	Maintain adequate insurance cover as detailed above.	Council and Clerk.
Loss of cheques/ cash etc held on the council's behalf.	LOW receipts are rarely in cash. More usually by cheque.	Reduction in Council's financial resources.	Such losses are covered by the insurance policy, including theft. (the extent of cover depends on circumstances. Prompt payment of receipts into bank, Precept and Vat refund paid directly into a/c	Maintain adequate insurance cover Prompt payment of receipts into bank account, whenever possible direct payments into bank account.	Clerk.

Financil loss due to banking error. e.g. Leading to loss of interest or bank charges levied.	Low	Reduction in Council's financial resources.	Regular monitoring of bank account and review.	Application of Financial Regulations, including scrutiny of all bank statements uopn receipt. Periodic review of banking arrangemenrts to secure best possible terms and conditions.	Clerk.
Loss of monies due to fraudulent action by employee/s	Low Any significant incident would be easily detected due to Financial Regulations and integrity of serving Clerk.	Reduction in Council's financial resources.	All cheques by two out of six signatories against invoices and authorised by full council. Accounts subject to scrutiny by internal auditor and overview by external auditor insurance policy	Application of Financial Regulations.	Council
			£150,000		
Damage to Council property by 3rd. Party	High. Public use of village hall, play equipment, play area, benches and picnic tables, notice boards and information board.	Repair costs to be covered	Council's insurance policy covers items in village hall/play area, information and n oticeboards, benches and picnic tables.	Maintain property in good condition. Any repairs to benches would be minimal. In practice damage to benches, play equipment, notice and information boards and village hall is uncommon.	Council

Compensation claim resulting from (alleged) negligent act or accidental omission by the Council or its employees.	LOW given the limited activities of the Council.	Potentially substantial cost to the Council.	risk is covered by Council's insurance policy £50,000	Maintain adequate insurance cover. Ensure council decisions are based on full information, including professional advice when necessary.	Council and Clerk.
Actions against the Council for libel or slander.	LOW Proper conduct of council meetings and Clerk's professional judgement regarding correspondence including electronic communications.	Potentially substantial cost to the council.	risk is covered by Council's insurance policy £250,000	Councillors' awareness of Code of Conduct. Proper control of meetings by chairmen, professional advice from Clerk.	Chairmen, councillors and Clerk.
Failure to represent community interests adequately in relation to matters likely to impact significantly on the parish.	LOW Parish Council is well established as consultee.	Reduction in local facilities and or quality of life or missed opportunity to benefit from external funding or advice.	Council is recognised by other agencies for consultation and information. Membership of NALC/LAPTC. Local area committees, WLBC liaison meetings.	Threats and opportunities reported to Council. Special meetings to be called as required. electronic mail link sent to all councillors for WLBC agendas, consultation documents from various agencies and bodies and other publications.	Council and Clerk.

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<p>FIRE Risk Assessment</p> <p>Annual inspection of fire equipment</p>	<p>Low</p> <p>Parish Council Takes effective measures to ensure risk of fire is minimised by annual , monthly and weekly visual checks. Annual check undertaken by Consultant company.</p>	<p>Loss of life /serious injury .</p> <p>Loss of Building and contents.</p>	<p>Emergency lighting checked monthly.</p> <p>Extinguishers and fire blanket obvious and accessible.</p> <p>Visual check weekly</p> <p>Emergency doors clear of any blockages. Visual check.</p> <p>Electrical equipment tested by qualified electrician</p> <p>Plan of emergency exits,locations of fire extinguishers and fire assembly point on display</p> <p>NO smoking on premises.</p>	<p>Regular maitenance and prompt repair of any damage</p> <p>Periodic reveiw of insurance cover and timely renewal.</p> <p>Issues identfyied by Consultant to be addressed immediately.</p>	<p>Council and Clerk</p>

REVIEWED September 2016