

Tysoe Parish Council Risk Management 2018/19

Area	Risk	Mitigation	Actions to be undertaken	
Assets	Protection	Insurance. Security. Regular maintenance and inspections	An asset register to be kept up to date and published on an annual basis	Appropriate insurance to be in place
			Defective Parish Council property must be reported immediately it is noted	Any unsafe equipment should not be used until the matter has been repaired by the appropriate qualified personnel
			Easily portable items of value should be kept in a secure place.	
			Parish Council play equipment to be inspected by RoSPA inspectors on an annual basis	The playground equipment should be checked on an ongoing basis and checks should be undertaken on a quarterly basis (March, June, September & December) by the Playground Committee
Finance	Cash loss of Control	Insurance cover	To be reviewed and renewed annually	
			All Councillors to check and	The Finance Pack to include: bank
			Random finance checks to be undertaken on a quarterly basis (March, June, September & December)	Nominated Councillor to undertake a random check of at least three invoices from expenditure being agreed and minuted by the Parish Council, to payment being signed off and payment being processed through the bank account
			Financial Control	
		Regulations	All IT anti virus software to be maintained and kept up to date	All Parish Council Employees to ensure anti virus software is up to date

		Accounts	Bank Account details to be kept securely	Bank details MUST NOT be disclosed to anyone without the written authorised agreement of the whole Parish Council
		Budget. Payments, VAT Regulations		Any usual transactions or attempted fraud to be reported as soon as possible
		Reporting and balancing		

Public Liability	Risk to third parties	Adequate insurance	An asset register to be kept up to date and published on an annual basis	Appropriate insurance to be in place
			Defective Parish Council property must be reported immediately it is noted	Any unsafe equipment should not be used until the matter has been repaired by the appropriate qualified personnel
			Parish Council play equipment to be inspected to RoSPA inspectors on an annual basis	The playground equipment should be checked on an ongoing basis and checks should be undertaken on a quarterly basis (March, June, September & December) by the Playground Committee

Legal liability	Act within the law	Clerk to advise where appropriate. External advice when necessary. Minutes, etc. Attend training courses and seminars		
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Member liability	Declaration of interest	Featured on each agenda	All Councillors adhere to the Code of Conduct	The Chair, Councillors and Parish Council Employees to raise any issues of concern
	Gifts, hospitality	Declare each time	All Councillors to acquire a copy of the "Good Councillor Guide" and the "Good Councillor's Guide to Finance & Transparency"	The Chair and Parish Clerk to raise any issues of concern

			All Parish Council Employees to conduct themselves in a professional manner.	The Chair and Councillors to raise any issues of concern
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Employer liability	Comply with the law	Comply with employment law. Issue and work within contracts of employment. Evaluate H&S issues	Employees to be provided with appropriate training and support to enable them to confidently fulfil their roles	Any vacancy to be advertised as soon as a vacancy arises
			The Parish Council to adopt an open and approachable working environment to encourage employees to raise their concerns	Exit interviews to be conducted to establish the reasons for leaving. This to be undertaken by an independent person
			Employees to have annual reviews	

Healthy and Safety Liability	Risk to members, employees and members of the public	Regular checks		
		Comply with health and safety guidelines		
Trees	Risk to members of the public	Continually monitor trees	Ensure that the Parish Council have a Duty of Care Survey in place	3 year contract in place - to be reviewed January 2021