

HUGGATE PARISH COUNCIL RISK MANAGEMENT

Area	Risk(s) identified	Level	Management and Control of risk
Assets	Protection of physical assets (see asset register)	L	Insured. Adequacy of cover reviewed an annual renewal.
	Maintenance of assets	M	Maintenance programme is in place for the Green and pond areas & carpark.
Finance	Banking – errors and irregularities.	L	All Council money kept in NatWest Account; all payments made by cheque. Regular check of bank statements by RFO.
	Loss through theft or dishonesty	L	Two signatories required on cheques. Payments made on approval of invoices at Council meetings. Insurance cover for loss is reviewed at annual insurance renewal.
	Inadequate financial controls and records	L	Regular reports by RFO to Council meetings. Internal and external audit. Financial Regulations reviewed and re-adopted at least annually
	Comply with Customs and Excise Regulations	L	VAT reclaimed bi-annually by RFO
	Adequacy of precept	L	Budgeting to underlie annual precept. Council to approve received budget in the late autumn. Expenditure against budget reported regularly.
	Best value accountability	L	Procedures set out in Financial Regulations

	Complying with borrowing restrictions	L	No new borrowing likely at present
Records	Loss of records or statutory documents.	L	Paper records kept at home by the Clerk. Electronic kept on council laptop. Website has copies of statutory documents. Monthly backup to memory stick.
Liability	Risk to third party, property or individuals	L	Insurance in place. Any activities requiring Health and Safety assessment will be documented.
Employer Liability	Comply with Employment Law	M	Only one employee (Clerk). HMRC and Employment Law followed
	Loss of clerk	M	Succession planning
Legal Liability	Ensuring activities and payments are within legal powers	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. (SLCC membership)
	Proper document control	L	Historic records located and lodged with The Treasure House.
	Compliance with Data Protection Act	L	Monitored by clerk
	Compliance with Freedom of Information Act	L	Publication Scheme in place.
	General Data Protection Regulations	L	Registration with Information Commissioner's Office
Councillors	Registers of Interests	L	Register of interest completed. Declaration of interests is part of every Agenda. Register reviewed annually.
	Code of Conduct	L	Code of Conduct declarations in place.

Agreed at Council Meeting dated: _____

Chairmans signature _____

