

CHURCH PREEN, HUGHLEY & KENLEY PARISH COUNCIL RISK ASSESSMENT

The Council is expected to carry out an annual assessment of the risks it is exposed to and identify any actions it considers necessary to minimise those risks.

Service Area	Risk	Recommendation
Insurance	Public Liability Employers Liability Money Fidelity Guarantee Property Damage Officials Indemnity Libel & Slander Personal Accident Loss of revenue No Claim Bonus	Continue existing cover Zurich Insurance Not covered Not covered
Payroll	Loss of data on PC due to system fault	Continue back up of data on monthly basis on external hard drive
Administration	Loss of services of employee	Advertise vacancy and request temporary cover
Administration	Clerk's Employment Terms	To be reviewed annually in May
Administration	Asset Register, Financial Regulations, Standing Orders, Risk Assessment, Complaints Procedure, Code of Conduct and Equal Opportunities Policy updates	To be reviewed annually and available for inspection on request

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Administration	Minutes properly recorded	Minutes sent to Parish Council post approval
Play Area	Safety	N/A
Accounting	Non-standard and/or non-compliant records kept	Requires adequate, complete and statutory financial records and accounts
Financial	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Ensure that all accounts and returns are completed and submitted by the deadlines
Financial	Non-compliance with internal audit requirements	Appoint internal auditor
Contracts	Ensure continued value for money coupled with continuity of work	Approve the practice of seeking tenders and report to Council
Councillors	Registers of Interests	Register of interest completed.
GDPR	Non-compliance with GDPR requirements	Ensure all requirements are met for GDPR so Parish Council is compliant.

This risk management paper was considered by the Council and will be reviewed again in 12 months.

Signed:
Position:
Date: