

**SOUTH SWINDON PARISH COUNCIL - RISK MANAGEMENT**

**13 NOVEMBER 2018**

<b>AREA</b>	<b>RISK</b>	<b>LEVEL</b>	<b>CONTROLS (<i>Bold indicates where work is needed</i>)</b>
	<p><b>Security of buildings, contents/equipment.</b></p> <p>Parish Office – Broadgreen (licence to occupy from SBC)</p>	M	<p>Broadgreen Community Centre is alarmed when it is closed.</p> <p>The Parish Office has a separate key pad entry.</p> <p>CCTV cameras provide surveillance of the exterior of the building.</p> <p>Building kept locked when one member of staff in the building</p> <p>Building locked by last member of staff leaving.</p> <p>Smoke alarms and fire extinguisher fitted.</p> <p>Smoke alarm checked monthly Fire extinguisher checked annually</p>
	<p><b>Maintenance of buildings etc.</b></p> <p>All sites</p>	M	<p><b>Risk Assessments being prepared for the running of Broadgreen Community Centre.</b></p> <p>Broadgreen Community Centre building is currently maintained by SBC. On transfer to the Parish Council new risk assessment will need to be prepared.</p>
		L	<p>Risk Assessments are being prepared for the running of Old Town Library. The building is owned by SBC and they maintain.</p>
		L	<p>Annual PAT testing of electrical equipment.</p>
	<p><b>Maintenance of Land – Allotment sites</b></p>	L	<p>Risk Assessments being prepared for each individual site.</p> <p>Maintenance work carried out by Parish Rangers including use of machinery. <b>Risk Assessments being prepared for each task and machinery.</b></p>

	<b>Maintenance of General Parish</b>	L	Work carried out by Parish Rangers including litter picking and grounds maintenance  <b>Risk Assessments being prepared for each task and machinery.</b>
<b>FINANCE</b>	Banking	L	Banking arrangements constantly monitored by RFO and any changes reported to the Parish Council. Money in both instant access and long term investments to balance access & return.  Financial Regulations reviewed annually at Annual Parish Council in May.  Receipts issued for all cash received. All cash stored in the safe. Cash regularly banked.  <b>Risk Assessment carried out for the banking of money by staff.</b>
	Risk of consequential loss of income	L	No real income, other than precept.
	Loss of cash through theft or dishonesty	L	Fidelity Guarantee insurance in place.
	Sound budgeting	L	Quarterly reports to Finance & Staffing Committee with a forecast of final year end position.  Full Council receives detailed budget report in December/January to consider when approving the Precept.
	Financial controls and records	L	Monthly reconciliation prepared by RFO and presented to Finance & Staffing Committee.  Two Councillor signatories needed on all cheques and other payment orders.  Two signatories needed to agree to pay by direct debit or standing order.  Quarterly and End of Year Internal Audit.  Annual External Audit.

	Compliance with Customs & Excise Regulations	L	VAT claims calculated by RFO. Continual training of RFO by attending SLCC VAT courses.
	Compliance with borrowing restrictions	L	No borrowing planned.
	Petty Cash	L	Limited withdrawal in line with Financial Regulations.
<b>LIABILITY</b>	Risk to third parties, property and personal injury	L	Public Liability Insurance in place.  <b>Health &amp; Safety Training for all staff to be arranged.</b> Clerk attended training in 2014.  Safe Moving & Handling Course. Clerk attended in 2014.  Control of Substances Hazardous to health (COSHH) course. Clerk attended in 2014.
	Land/Open Spaces including allotments:	L	Land/Open spaces checked regularly by Parish Services Officer, Parish Rangers and StreetSmart as part of Contract.
	Trees:	L	Tree Survey carried out every 2 years. Trees are responsibility of Swindon Borough Council at time of report.
	Events	M	Hirers' risk assessments and insurance certificates requested as necessary for fairs and carnival. Separate Risk Assessments carried out for Broadgreen Food Festival.
	Contractors	M	Contractors supply a copy of their own risk assessments Contractors supply a copy of their Public Liability insurance
	Play areas:	M	Bi weekly checks in summer months and weekly checks in winter by Parish Rangers Annual Safety Inspection with report.  ROSPA Courses attended by Parish Outside Team  Risk assessments of all new play areas before brought into use.

<b>EMPLOYER LIABILITY</b>	Compliance with employment law	L	Advice available from membership of professional bodies  Membership of National Association of Local Councils (NALC) and Wiltshire Association of Local Councils/Swindon Area Committee (WALC/SAC). Membership of the Society of Local Council Clerks (SLCC).
	Compliance with Inland Revenue requirements.	L	Sage Payroll used for calculating Tax & NI. Automatically updates to correct rates of PAYE & NI.  Annual return submitted on-line.
	Safety of staff	L	<b>Risk Assessment for lone working being produced.</b>  <b>First Aid training for staff.</b>
<b>LEGAL LIABILITY</b>	Ensuring activities are within legal powers.	L	Clerk to clarify legal position as necessary. Legal advice can be sought from professionals through NALC, SLCC and/or the Parish Council's solicitor.  Annual subscription to Local Councils Direct to obtain more information.  All new councillors encouraged to attend New Councillor training.
	Proper and timely reporting via minutes	L	Full Council meets monthly and always receives and approves minutes of meetings held in interim.  Draft Minutes issued after each meeting prior to adoption at Full Council meeting.  Minutes are available to public on the website and on request from the Parish Office.
	Proper document control	L	Back-up taken weekly or more often, as appropriate.  Signed minutes numbered and archived as and when necessary.
<b>COUNCILLOR</b>	Register of Interest	L	Completed Register of Interest Form and updated as necessary.  All councillors must complete it again after every election.
	Declarations of Interests declared	L	Minuted at the appropriate meeting.

	<p>Applications for Dispensation</p> <p>Notice of Councillors' Allowances published annually</p> <p>Code of Conduct</p> <p>Standing Orders</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>Application Forms held in the office.</p> <p>Confirmation of Granting held in office. Minuted at appropriate meeting.</p> <p>Notice placed on parish council notice-board annually.</p> <p>Adopted at first meeting of the Parish Council.</p> <p>All Councillors invited to attend training by Monitoring Officer.</p> <p>Reviewed every year at Annual Parish Council meeting in May.</p>
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