



SHALFLEET PARISH COUNCIL RISK ASSESSMENT 2022 - 2023

| Service Area | Risk | Recommendation |
|-----------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Insurance | Public Liability (statutory £5m) | Continue existing cover (£10m) |
| | Employers Liability (statutory) | Continue existing cover (£10m) |
| | Money | Continue existing cover (£250K) |
| | Fidelity Guarantee (Employee dishonesty) | Continue existing cover (£250k) |
| | Property | Continue with existing cover on the play equipment at Bouldnor and Newbridge, street furniture and sports equipment. |
| | Loss of revenue | Continue with existing cover (£10K) |
| | Officials Indemnity | Continue with existing cover (£250K) |
| | Libel & Slander | Continue with existing cover (£250K) |
| | Personal Accident. | Continue existing cover (£50K)) |
| Payroll | Loss of data on PC due to system fault. | Continue to back up data on a monthly basis. Also continue to regularly obtain up to date versions of program. |
| | Loss of services of employee | Immediately advertise any vacancy (if permanent loss) and request help from locum to cover temporary loss. |
| Administration | Payment arrangements | Continue with requirement to report all payments to Council for approval. (See financial regulations). Continue with requirement for signatories to initial cheque stubs, BACs payment sheet and invoices. |
| | Reconciliation | Continue with bank reconciliation to be carried out on the receipt of each statement. |

Noted and agreed by PC 10th June 2015

Reviewed 13.7.2016, 8.11.2017, 13.2.2019, 13.1.2021, 11.5.22.

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| | Agency advice | Continue with memberships of SLCC and IWALC |
| Parks | Loss of use of play equipment | Continue with regular/annual maintenance and safety checks and take unsafe equipment out of service until repairs carried out. |
| Precept | Annual precept not the result of proper detailed consideration | Continue to present budget to Budget meeting of the Parish Council. |
| | Inadequate monitoring of performance. | Continue to regularly consider budget monitoring report (quarterly). |
| | Illegal expenditure | Continue to ensure that expenditure is within legal powers and as laid down in Financial Regulations. |
| Accounting | Non-standard and/or non-compliant records kept | Continue to require adequate, complete and statutory financial records and accounts |
| | Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns. | Continue to ensure that all accounts and returns are completed and submitted by the deadlines. |
| | 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 for open space maintenance and grounds maintenance every three years by advertising in local press and issuing specifications and tender documents to contractors expressing an interest. Tenders to be opened by the Chairman and Clerk and reported to next available Council meeting. |

Noted and agreed by PC 10th June 2015

Reviewed 13.7.2016, 8.11.2017, 13.2.2019, 13.1.2021, 11.5.22.