

ANSLOW PARISH COUNCIL RISK REGISTER – SEPTEMBER 2019

<u>RISK CATEGORY</u>	<u>IMPACT</u>	<u>LIKELIHOOD</u>	<u>MITIGATION TAKEN</u>	<u>OUTSTANDING ACTIONS</u>
<u>Public Liability</u>				
Public Meetings Village Gateways, planters/pots, benches Garden of Remembrance Memorial Garden, Street Parties/Events Libel & slander Working Volunteers – CPI & Litter pickers	LOW	LOW	Recommended Best Practice as advised by Staffordshire Parish Council's Association. Code of Conduct and Standing Orders Documents reviewed by Parish Council annually. INSURANCE cover via Came & Co	
	HIGH	MEDIUM	Risk Assessments carried out. Safety Equipment & clothing provided	
<u>Employer's Liability</u> Clerk	HIGH	LOW	Insurance cover	
<u>Money</u> Loss of cash	LOW	LOW	Virtually cashless. Bi-monthly financial reports. Insurance Cover	
Fraud	HIGH	LOW	3 cheque signatories required for cheque and on-line payments. All Payments and receipts are minuted at meetings. Internal & External annual Audits. Internet banking access allows immediate access to bank statements	
Incorrect Financial Statements & Payments	LOW	LOW	See mitigation for fraud above	
Precept	HIGH	LOW	Precept & budget agreed by full council each year	
<u>Personal Accident</u> Clerk/Councillors	LOW	LOW	Insurance cover	Ensure Management of SID unit is covered
<u>Property</u>				
Allotments	HIGH	LOW	Insurance – 3 rd Party Liability cover via Shield Total Insur Co	
Defibrillator	MEDIUM	LOW	Locked cabinet. Fortnightly inspections. Visible location	
Computer and Printer	MEDIIUM	LOW	Insurance Cover	
Other assets (see Asset Reg)	LOW	LOW	Insurance Cover	

ANSLOW PARISH COUNCIL RISK REGISTER – SEPTEMBER 2019 (Cont'd)

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<u>Legal Requirements</u>				
Completion and submission of HMRC salary data including P60 Completion of Annual Return Legal Updates	LOW	LOW	Advice from Staffordshire Parish Councils Association (via annual membership) Contract of Employment for Clerk	
<u>Other</u>				
IT Failure	MEDIUM	MEDIUM	Access to 2 nominated IT Support Contractors and System backed up to external hard drive	
Employee (The Clerk) Replacement cover for periods of incapacity	HIGH	LOW	Insurance	

**REVIEWED AND ADOPTED BY THE COUNCILLORS OF ANSLOW PARISH COUNCIL
AT THE PARISH COUNCIL MEETING HELD ON 11th SEPTEMBER, 2019**