

**HUGGATE PARISH COUNCIL: RISK MANAGEMENT updated April 2012, approved May 2012**

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	Play area to be dismantled. Maintenance programme to be implemented for the Green
Finance	Banking – errors and irregularities.	L	All Council money kept in Yorkshire Bank account; all payments made by cheque . All Enclosure Trust money kept in Nationwide account. Regular check of bank statements by RFO.
	Loss through theft or dishonesty	L	No petty cash handled. Two signatories required on cheques and Building Society (Trust Fund) withdrawals. Payments made on approval of invoices at Council meetings. Fidelity insurance should be 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 annually by RFO
	Adequacy of precept	L	Budgeting to underlie annual precept. Council to approve receive 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 files backed up daily onto external hard disk. <b>Arrange for monthly backup to memory stick and storage elsewhere.</b>
Liability	Risk to third party, property or individuals	L	Insurance in place. Play area inspected annually. No activities requiring Health and

			Safety assessment.
Employer Liability	Comply with Employment Law	M	Only one employee (Clerk) but <b>no contract in place.</b>
	Loss of clerk	M	
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.
	Proper document control	L	Historic records located and lodged with The Treasure House.
	Compliance with Data Protection Act	L	The Council is not registered with the Data Protection Agency. Paper copy of Electoral Roll held.
	Compliance with Freedom of Information Act	L	Publication Scheme in place.
Councillors	Registers of Interests	L	Register of interest completed. Declaration of interests should part of every Agenda. Register reviewed annually.
	Code of Conduct	L	Code of Conduct declarations in place.