

**WOODMANCOTE PARISH COUNCIL  
RISK ASSESSMENT 2018 - 2019**

**1. Risks managed by Insurance provision**

<b>Item</b>	<b>Risk</b>	<b>Internal Control</b>	<b>Management</b>
Filing cabinet	Loss or damage	Review Insurance provision annually with advice from Internal auditor and quotations from alternate service providers.	Reviewed annually by the Parish Council.
Covered bus shelter	Loss or damage	Review Insurance provision annually with advice from Internal auditor and quotations from alternate service providers.	Reviewed annually by the Parish Council. Bus shelter regularly monitored by Council.
Timber bus shelter	Loss or damage	Review Insurance provision annually with advice from Internal auditor and quotations from alternate service providers.	Reviewed annually by the Parish Council. Bus shelter regularly monitored by Council.
3 x salt bins	Loss or damage	Review Insurance provision annually with advice from Internal auditor and quotations from alternate service providers.	Reviewed annually by the Parish Council.
Wooden gateways at entrance to Blackstone	Loss or damage	Review Insurance provision annually with advice from Internal auditor and quotations from alternate service providers.	Reviewed annually by the Parish Council. Gateways monitored for damage by the Parish Council.
Protection against damage to third party property or individuals	Loss or damage as a consequence of activities attributable to the Council, on its property or by its staff and/or officers acting on the Council's business.	Regular review of maintenance requirements by the Parish. Budget provision for maintenance determined by the Parish Council	Public liability insurance of £12,000,000, reviewed annually by the Parish Council.
Protection against consequential loss	Losses incurred by the Council resulting from continuing to provide essential services following critical loss or damage, loss or non-performance by a third party.		Reviewed annually by the Parish Council.
Legal liability resulting	Claims by public as a result of		Public liability Insurance reviewed and endorsed

from ownership of assets (see Asset Register)	losses or damage arising from the Council's property		by the Parish Council annually. Currently at £12,000,000
Loss of cash or fraudulent issue of cheques.	Losses of the Council's funds through dishonest activities or theft by Council staff	Review by internal auditor of office procedures and appropriate cover.	Fidelity insurance set at a sum determined by the Parish Council annually. Currently set at £250,000.

**2. Risks managed in full or in part by others**

Item	Risk	Internal Control	External Provision
Playing field, Blackstone Lane	Damage	Lease reviewed periodically. Copy of insurance held on file & checked to ensure is adequate.	Currently leased to Cricket Club and as such maintained & insured by Cricket Club. Provision given by Lease.
Banking	Investments, Loan provision, short term credit and cash management.	Internal auditor and Parish Council advise on Investment, loan provision and short term credit. Decisions taken by Council according to standing orders. Internal auditor will carry out reconciliations of all accounts. RFO will confirm that all financial transactions are according to the legal powers of the council.	Barclays Bank
Financial and cash management	Fraud and/or corruption	Internal audit. Regular reporting against budget and of balances. Independent bank reconciliations.	External audit.

### 3. Self-managed risks

Item	Risk	Internal Control
Financial records	Breach of legal requirement	Clerk & internal auditor to assure Chairman that all legal requirements are met
Legality of activities	Breach of legal authority	All Councillors are appraised of the legal powers and constraints applying to the Council. Councillors scrutinise the activities to ensure that all action is taken under the appropriate power. The Clerk advises the Council on its powers and where a proposed action may be in breach
Complying with restrictions on borrowing	Breach of restrictions	Clerk is familiar with current restrictions and advises Councillors. Councillors confirm that any decision to increase borrowing remains within the restrictions. Such confirmation is recorded in the minutes
Employment & Inland Revenue	Non-compliance with law and regulations	Clerk has a contract of employment which is reviewed annually. The Clerk ensures that the Council is in compliance with the Inland Revenue regulations
Customs & Excise	Non-compliance with VAT regulations	The Clerk is familiar with the VAT regulations and makes the appropriate returns accurately and on time.
Council Tax - Precept	Inadequate Provision	Precept is calculated and agreed and minuted by Council following a structured budgeting process. There is a regular review of performance against budget
Recorded minutes	Proper, timely and accurate records	Full minutes of all Council meetings are circulated to members within two weeks of the meeting. They are approved at the following meeting of the Council.
Electors' Rights of Inspection	Availability of minutes	The minutes are available for public inspection on application to the Clerk
Invitation to consultation	Responding within the required timetable to consultations by District or County Council or other public bodies and agencies	The Clerk informs the Chairman of the response timetable. The Chairman ensures that the issue can be raised at the next Council meeting. A special meeting may be called where required
Members interests, gifts and hospitality	Inadequate registration	All members have received instruction in the requirements and have completed a register which is available for inspection on application to the Clerk
Documents	Document control	There is a formal system of document control as recorded in the minutes. The minutes have a system of pagination, approval and copy control

Code of Conduct	Adherence to Code	All Councillors are required to declare their acceptance of the written Code of Conduct
Quality Assurance	Adherence to all of the above	The internal auditor and Chairman will test any or all of the above provisions at regular intervals