

WEDNESFORD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT

Annex A

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<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
Loss of or damage to fixed assets		Material		
a) Community Centre, outbuildings, car park	L	Damage	Fixed asset register	Review valuations annually
b) Furniture & fittings	L		Building & perimeter locked when unoccupied. Alarm set.	Alarm serviced twice a year.
c) Computer equipment	L		Computer equipment kept in locked room.	
d) Bar equipment	L		Bar has separate alarm and secured from rest of Centre	Alarm serviced twice a year.
e) Bar stock	L		This is the responsibility of the bar contractor	
f) Other	L			
			Electrical wiring & emergency lighting serviced monthly	Certification from contractor
			Portable electrical equipment tested annually	Report from tester. Insure all items certified.
			Fire equipment inspected twice a year.	Obtain certificates.
			Smoking	Prohibited by law
Liability as consequence of asset ownership				
a) Injury to public attending centre	L	Public	Head counts at regular intervals at major events.	Inspect head count register.
b) Injury to public using car park	L	Liability	Regular inspection & litter collection by caretaker	Weekly visual inspection by clerk or assistant
c) Injury to those using hall equipment	L		Health & Safety policies in place	Risks re-assessed regularly.
				Annual review of insurance cover.
Provision of services or amenities and organising events - damage to persons or third party property.		Public		
		Liability		Annual review of insurance cover.
a) Hiring out centre	L		Health & safety issues pointed out to new users	Health & Safety manual kept up to date
b) Car parking at centre	L		Marked parking places. Disabled parking clear. Good lighting.	
c) Provision of bar for events at centre	L		Licence holder always present. Service provided by contractor	Licences checked Income records checked so that Council receives 10% of all sales
d) Storage of third party equipment	L		At owners' risk. Lockable sheds provided.	

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e) CCTV cameras in town	L	District Council	Cameras managed and insured by District Council.	Annual report. To be reviewed due to Town Centre Redevelopment
f) Safety of IT volunteers		Public Liability & Personal Accident	Register kept of trainers & trainees Training room only entered by security tag Training for those aged over 18 only	Inspect register
g) Concerts, music festivals, etc	M	Public Liability	Street closures ordered well in advance Police presence requested First aid providers booked Wardens clearly identified	Special event insurance arranged Sites assessed for risk Review documentation
Consequential loss				
a) Loss of rent	L	Cons. Loss	Check annual cover	
b) CCTV coverage	L	Insured by DC		
Loss of cash				
a) Theft of cash	M	Money Ins	No petty cash to be kept . Hire charges kept securely before being banked	Review annually
b) Theft of cash in transit	M	ditto	Cash taken straight to bank.	Review amounts covered.
c) Theft of funds/investments through fraud or dishonesty of staff	M	Fidelity	Bank reconciliations approved by council.	Review amounts covered.
Injury to Council employees				
Unsafe working practices	L	Employer's Liability	Working practices reviewed with each member of staff COSHH statements reviewed annually	Annual Health & Safety assessments audit
Cont.				
Asset ownership	L	EL	As in 2 (above)	
House visits/aggressive behaviour	L	Pers. Accid.	Members should not make visits alone.	

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Loss to Council through poor performance of or fraud by contractors or suppliers	L		Review contracts annually Obtain at least three quotes for all major work Audit all work done before payment	
Business risks of the Council failing to:				
Act within its legal powers			Confirm power under which expenditure made	Standing orders and Fin Regs Reviewed 1014-15
Keep proper financial records			Monthly accounts & bank reconciliations prepared	
Comply with borrowing restrictions			The Council is repaying a loan to PWLB	
Comply with employment law, IR & C&E regulations			Contracts for all employees except casual workers Quarterly returns for PAYE & NI and for VAT	Contracts reviewed Salary documentation prepared by payroll contractor
Adequate annual precept in line with budget			Annual budget working party. Accounts prepared against budget and reviewed monthly.	
Ensure proper use of funds granted to community bodies under specific powers or Section 137			Reports requested from community bodies on how money used and benefit to the community.	
Keep accurate minutes of council business			Minutes and pages numbered sequentially. Signed copies kept in separate place.	
Respond to electors wishing to exercise their rights of inspection			Procedures in place.	
Safeguard documents			All documents stored/filed at the Town Council Office, available for inspection in pursuit of statutory rights	
IT				
Up to date Register of Members' Interests & Gifts & Hospitality			All computer records backed up monthly on to external hard drive. Anti Virus software and malware installed Members requested to inform clerk of any change in interests which are entered in the Register and also logged with the district council monitoring officer	Keep one copy in separate place. Annual reminder to all members