

## PATNEY PARISH COUNCIL RISK ASSESSMENT

**Annual review by the Council at its Meeting held on 12 December 2018**

**Direct risks are mainly financial but indirectly may affect the reputation of the Council and its ability to fulfil its functions and achieve targets.**

<p><b>1. Risks subject to insurance control</b></p> <ul style="list-style-type: none"> <li>i. Loss or damage to any physical assets</li> <li>ii. Damage to third party property or individuals as a result of provision of services or amenities, or on Council property (public liability)</li> <li>iii. Loss of cash through theft or dishonesty (fidelity guarantee)</li> <li>iv. Public liability as a result of asset ownership</li> <li>v. Injury to Councillors or volunteers on Council business</li> <li>vi. Employer's liability</li> </ul> <p><b>Risk of events generally low but impact potentially high</b></p>	<p><b>Council actions:</b></p> <ul style="list-style-type: none"> <li>• Review insurance cover annually</li> <li>• Ensure any physical assets are adequately maintained</li> </ul>
<p><b>2. Risks subject to management in conjunction with others</b></p> <ul style="list-style-type: none"> <li>i. Provision of maintenance services to the Council</li> </ul> <p><b>Risk of events generally low but possible medium/high impact</b></p>	<p><b>Council actions:</b></p> <ul style="list-style-type: none"> <li>• Regular monitoring of services provided</li> <li>• Annual review of any contracts</li> <li>• Responsibilities to be established in advance</li> </ul>
<p><b>3. Risks which can be self-managed</b></p> <p>Risks arising from failure to:</p> <ul style="list-style-type: none"> <li>i. Keep financial records according to legal requirement</li> <li>ii. Ensure expenditure is within legal powers</li> <li>iii. Ensure adequate funding through the precept</li> <li>iv. Ensure proper use of funds granted by the Area Board</li> <li>v. Inform electors about Council finances</li> <li>vi. Minute all Council business properly and promptly</li> <li>vii. Declare and register Members' interests</li> <li>viii. Respond to consultation requests or information received</li> </ul> <p><b>Risk of events low/medium, generally indirect</b></p>	<p><b>Council actions:</b></p> <ul style="list-style-type: none"> <li>• Regular internal monitoring of accounts</li> <li>• Agreed Financial Regulations and Standing Orders</li> <li>• Minute all approved expenditure</li> <li>• Preparation and monitoring of annual budget</li> <li>• Agreed procedures for responses to consultation/information requests</li> </ul>

**This Risk Management strategy will be reviewed annually.**