

RISK MANAGEMENT - ACTIVITIES TO BE ASSESSED

INTRODUCTION

It is the responsibility of the RFO to ensure that members are aware of the areas at risk. However, the Council has ultimate responsibility for decisions and action.

Assets – buildings, equipment, etc.

Financial – accounting, cash control, audit, etc.

The Public – recreation grounds, burial grounds, etc.

Legal – Standing Orders, Financial Regulations, records of the Council, etc.

Members – Declarations of Interest, receipt of gifts, etc.

Employees – conditions of employment, compliance with employment law

Health and Safety – all areas

<u>Area</u>	<u>Risk</u>	<u>Action</u>
Assets	Protection	Insurance of buildings. Security. Regular maintenance and inspections.
Finance	Cash loss Control	Insurance cover. Financial control. Regulations. Accounts. Budget. Payments. VAT Regulations. Reporting, balance, etc.
Public liability	Risk to third parties	Adequate insurance. Inspection. H & S checks.
Legal liability	Act within the law	Clerk to advise where appropriate. External advice when necessary. Minutes, etc. Attend training courses and seminars.
Member liability	Declarations of interest Gifts, hospitality	Featured on each agenda. Declare each time.
Employer liability	Comply with the law	Comply with employment law. Issue and work within contracts of employment. Evaluate H & S issues.
Health and safety liability	Risk to members employees and members of the public	Regular checks. Comply with health and safety guidelines

***This list is not comprehensive but indicative.**

