

## Molverley Parish Council: Risk Management

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	H	The Parish Clerk keeps details of all property owned by the Council in an Assets Register. This is regularly updated to reflect movement of property; the insurance is increased when necessary to reflect changes.
	Security of buildings, equipment etc	H	Parish Clerk provides own laptop at present and secures access via entry code, data is saved to cloud and to physical external hard-drive regularly.
Finance	See separate accounting procedures risk assessment		Accounting Procedures Risk Assessment in place
Liability	Risk to third party, property or individuals	H	Insurance in place and reviewed annually. Separate risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership	H	Insurance of certain assets in place.  Condition of assets checked regularly by visual inspection. <b>Inspection of punt and related equipment?</b>
Employer	Comply with Employment Law	M	Membership of various national and regional bodies – SALC / NALC.

Melverley Parish Council

Liability			Parish Clerk is member of SLCC. Professional advice sought and paid for as necessary.
	Comply with Inland Revenue requirements	M	From April 2018, Payroll is outsourced to DCK Accounting Solutions. Regular advice sought from Internal and External auditor.
	Safety of Staff, visitors and clients	M	Home Workers Risk Assessments carried out by Parish Clerk.
Legal Liability	Ensuring activities are within legal powers	H	Parish Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Parish Clerk is CiLCA qualified.
	Proper and timely reporting via the Minutes	L	Council meets every two months and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the website.
	Proper document control	L	All electronic documents are uploaded to the OneDrive which is GDPR compliant. All hard copies of documents are stored at the Clerk's address.
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	New registers issued May 2017 following the elections.

**The following documents have been produced to as part of this document**

Accounting Procedures Risk Assessment

**Agreed at Parish Council meeting on 6<sup>th</sup> January 2021**

**Next review – March 2022**