22/3/2024

Kidlington Parish Council – Risk Assessments

Area	**Risk**	**Level**	**Controls** ***(bold indicates areas where work is needed)***
Assets	Protection of physical assets	M	Buildings fully insured. Value increased annually by RPI. Buildings valued for insurance purposes in 2018.
	Security of buildings, equipment etc	H	CCTV cameras installed and monitored at Exeter Hall and Pavilion. Doors on maintenance programme Fire Risk Assessment and Electrical Test Inspection up to date and reviewed.
	Maintenance of buildings etc	M	Programme of maintenance including Fire Risk Assessment, Asbestos Register, Legionella Checks, 5 year Electrical Test inspections, PAT Testing
	Cemeteries/Burial Grounds	H	Checked at least twice a week during the winter and daily in the summer. Rules and Regulations available to Funeral Directors and on PC website.
	Allotments	M	Twice yearly meetings with Allotment holder representatives to assess areas for improvement. Ensure plots are maintained and enforcement carried out when necessary.
	Play Areas	H	Weekly inspections. Staff have completed training. Annual ROSPA inspections.
Finance	Sound budgeting to underlie annual precept	M	Policy and Finance Committee receive detailed budgets in late autumn. Precept derived directly from this. Considered and approved by full Council and request to CDC by specified deadline (usually end January). Capital and Revenue Reserves reviewed by Policy and Finance Committee at each meeting
	Financial controls and records	M	Invoices for payment checked by Clerk or Facilities Manager, prepared for payment by RFO and signed by Clerk. Scanned copies of invoices are saved online, payments are loaded to bank and two Councillors then check invoices and approve payments. This in accordance with Financial Regulations. Monthly bank reconciliation prepared by RFO and checked and approved by Chair of Policy and Finance Committee. Internal audit – 2 interim audits, one final audit and external audit - annually. Expenditure against budget reported to committee at least four times a year. Compliance with Council's adopted Financial Regulations.

			To have accounts checked by member of Policy and Finance committee on a quarterly basis. Policy and Finance Committee to review the Investments held Annually.
	Banking	M	Unity Trust Bank all receipts and payments to be online where possible. Cash and cheques counted by two members of staff monthly, banked via post and cash at Post Office Bank reconciliation monthly to check for banking errors. Investment Funds held in CCLA accounts in accordance with Financial regulations
	Risk of consequential loss of income	M	Insurance cover.
	Loss of cash through theft or dishonesty	H	Receipts issued when payments taken. Fidelity Insurance in place. Cash kept in secure safe. Clerk and RFO have keys.
	Comply with HMRC Regulations	H	Submit DigitalVAT returns via Finance system quarterly. Internal and external auditor to provide double check.
	S137 Grants	M	Grants are considered by Policy and Finance Committee meetings. S137 grants specified in accounts.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments of individual events such as Christmas lights and Community Gala Day carried out.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds)	H	Insurance in place. Weekly checks of playgrounds by open spaces staff and written records kept. Annual checks by ROSPA of playgrounds.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies. Clerk is member of SLCC Advisory Group and uses OALC professional services when required.
	Comply with Inland Revenue requirements	M	Regular advice from HMRC. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	M	Alarm/camera fitted. Regular risk assessment.

			Fire evacuation policy. Signing In book for contractors.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets 6 times a year and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the web site.
	Proper document control	M	Land and buildings registered at Land Registry. Copies kept in the office.
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register to be made present at each Council meeting.
Reputation	Adverse press coverage	M	Public and press invited to attend meetings. Only the Clerk or Chairman should respond to press enquiries on behalf of the council. Annual newsletter to promote Council activity. Annual Parish Meeting to keep residents informed Website – to ensure kept up to date. Ensure that minutes accurately reflect decisions made by councillors and provide enough detail.
GDPR	To ensure compliance with General Data Protection Regulations	M	To securely store personal information To ensure confidential information is destroyed when no longer required for operational purposes

The Risk Assessments were considered by KPC Council at their meeting on:

Minute reference:

Signed (Clerk):

Signed (Chair):