

<b>RISK AREA</b>	<b>ACTUAL RISK</b>	<b>CONTROL MEASURE</b>	<b>RESPONSIBILITY</b>
<b>GOVERNANCE</b>	1) INADEQUATE GOVERNANCE AND ACTING OUTSIDE OF STATUTORY POWERS	1) COMPLIANCE WITH STANDING ORDER AND CODE OF CONDUCT	PARISH COUNCIL CHAIRMAN & FINANCE WORKING PARTY
<b>CONFIDENCE</b>	1) LOSS OF PUBLIC CONFIDENCE	1a) ANNUAL RETURN / ELECTORS INSPECTION PROVISION 1b) CODE OF PRACTICE IN HANDLING COMPLAINTS 1c) LIBEL AND SLANDER INDEMNITY	PARISH COUNCIL CHAIRMAN
<b>FINANCE</b>	1) DAMAGE TO THIRD PARTY 2) INADEQUATE FINANCIAL ADMINISTRATION (AND/OR NON COMPLIANCE WITH TAX LEGISLATION) 3) IMPROPER EXPENDITURE 4) INADEQUATE PRECEPT 5) FRAUD OR DISHONESTY	1) PUBLIC LIABILITY INSURANCE 2i) COMPLIANCE WITH FINANCIAL MODEL 2ii) MONTHLY SCRUTINY OF PAYMENTS, RECEIPTS AND BANK RECONCILIATION 2iii) ANNUAL AUDIT AND INTERNAL AUDIT SCRUTINY 2iv) ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 3i) APPROPRIATE AUTHORISATION BY COUNCIL AND COMPLIANCE WITH CONTRACTS STANDING ORDER 3ii) BANK MANDATE 4i) SOUND BUDGETARY ARRANGEMENTS 4ii) SCRUTINY OF ACCOUNTS BOTH MONTHLY AND QUARTERLY 5) FIDELITY GUARANTEE INSURANCE	PARISH COUNCIL CHAIRMAN & FINANCE WORKING PARTY
<b>SYSTEMS</b>	COMPUTER SYSTEM FAILIURE	i) BACK UPS MADE OF ACCOUNTS DATA AND USE OF 'CLOUD' TO KEEP DOCUMENTS OFF SITE ii) EXTERNAL HARD DRIVE TO BACK C DRIVES IN USE	PARISH COUNCIL CHAIRMAN & FINANCE WORKING PARTY
<b>PHYSICAL ASSETS</b>	LOSS OR DAMAGE TO PHYSICAL ASSETS AND/OR BY THIRD PARTY	i) PROPERTY LOSS OR DAMAGE INDEMNITY ii) LOSS OF REVENUE INDEMNITY iii) INSPECTION AND MAINTENANCE iv) COMPLETE FIRE RISK ASSESSMENT TO COMPLY WITH FIRE LEGISLATION v) ANNUAL REVIEW OF RISK ASSESSMENT OF PHYSICAL ASSETS	PARISH COUNCIL CHAIRMAN
<b>PERSONNEL</b>	KEY MEMBERS OF STAFF UNAVAILABLE	i) COMPLIANCE WITH EMPLOYMENT LEGISLATION ii) PERSONAL ACCIDENT INSURANCE iii) CONTIGENCY STAFFING	PARISH COUNCIL CHAIRMAN
<b>ADMINISTRATION</b>	INADEQUATE GENERAL ADMINISTRATION	i) ELECTRONIC BACKUPS VIA THE 'CLOUD' ii) ESSENTIAL DOCUMENTS STORAGE OFF SITE	PARISH COUNCIL CHAIRMAN
<b>JUBILEE FIELDS PLAY PARK</b>	INJURY TO THIRD PARTY LOSS/DAMAGE TO EQUIPMENT	THE NOMINATED COUNCILLOR WILL CONFIRM THAT HE/SHE HAS UNDERTAKEN INSPECTIONS TO IDENTIFY ANY PROBLEMS/HAZARDS THAT HAVE BEEN CREATED BY USE, ABUSE, WEATHER AND AGE.	NOMINATED COUNCILLOR

		<p>ROUTINE INSPECTIONS: AN INSPECTION WILL TO BE CARRIED OUT EVERY MONTH , BY A NOMINATED COUNCILLOR AND REPORTED AT THE MONTHLY PARISH COUNCIL MEETING AS AN AGENDA ITEM AND MINUTED ACCORDINGLY</p> <p>ANNUAL INSPECTIONS: AN INSPECTION WILL BE UNDERTAKEN ON A YEARLY BASIS BY AN ACCREDITED INDEPENDENT INSPECTOR AND WILL BE ARRANGED BY THE PARISH COUNCIL. THESE REPORTS WILL DETERMINE ANY ACTION THAT NEEDS TAKING.</p> <p>ANY ISSUES RAISED BY ANY INSPECTION WILL BE BROUGHT IMMEDIATELY TO THE PARISH COUNCIL'S ATTENTION. ANY QUESTIONS WILL BE RAISED WITH THE ANNUAL INSPECTING BODY, AND IN THE EVENT OF IMMEDIATE REMEDIAL ACTION NEEDING TO BE TAKEN THE CHAIR OR VICE CHAIR OF THE PARISH COUNCIL WILL HAVE DELEGATED POWERS TO CLOSE ANY PIECE OF PLAY EQUIPMENT BY EITHER ITS REMOVAL, ISOLATION OR RENDERING HARMLESS ANY DANGERS FOUND</p>	
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Amended June 2020

Approved 16<sup>th</sup> June 2020

Reviewed May 2021