

FRAMFIELD PARISH COUNCIL RISK ASSESSMENT

Also acting as Trustees to the

FRAMFIELD MEMORIAL HALL AND, RECREATION GROUND TRUST.

CHARITY REGISTRATION NO: 305228

and BLACKBOYS VILLAGE HALL, RECREATION GROUND AND ALLOTMENTS TRUST

INCORPORATING PALEHOUSE COMMON RECREATION GROUND

CHARITY REGISTRATION NO: 305225

The Council is expected to carry out an annual assessment of the risks it is exposed to and identify any actions it considers necessary to minimise those risks.

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

Service Area	Risk	Recommendation
Insurance	Public Liability (statutory)	Continue existing cover (£10m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Money	Continue existing cover (£250K)
	Fidelity Guarantee	Increase existing cover from £100k to £150K.
	Property	Continue with existing cover on tools and equipment.
	Loss of revenue.	Not covered.
	Officials Indemnity.	Continue with existing cover (£250K)
	Libel & Slander	Continue with existing cover (£250K)
	Personal Accident.	Continue existing cover (Scale benefits).
Payroll	Loss of data on PC due to system fault.	Continue to back up data on secure ISO27001 network cloud storage
	Loss of services of employee.	Immediately advertise any vacancy (if permanent loss) and request locum help from SALC to cover temporary loss.
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval whether they are by cheque or electronic means. Continue with requirement for signatories to initial cheque stubs.
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement.

	Agency advice	Continue with memberships of SALC.
Precept	Annual precept not the result of proper detailed consideration.	Continue to present budget to FGP Committee.
	Inadequate monitoring of performance.	Continue to regularly consider budget monitoring report (quarterly).
	Illegal expenditure.	Continue to ensure that all expenditure is within legal powers.
Accounting	Non-standard and/or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint internal auditor and continue practice of appointing FGP committee.
Contracts	Ensure continued value for money coupled with continuity of work.	Approve the practice of seeking tenders for grounds maintenance every three years by advertising in Parish Magazine and website and issuing specifications and tender documents to contractors expressing an interest. Tenders to be opened by the Clerk and reported to next available FGP meeting.
Councillor Propriety	Registers of Interests and Gifts and Hospitality in place.	Register of interest completed. Gifts and hospitality register is present at each Council meeting.
Recreation grounds, play areas, Pavilion and Halls.	Loss of use of play equipment. Safety risk to the public – playing fields. Safety risk to the public – Pavilion and Halls.	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out. Annual independent safety inspections of grounds/play area. Weekly inspections of same area by the Grounds Manager. All sports clubs required to have public liability insurance and carry out risk assessments as expected of them. Five-year electrical compliance test carried out and annual PAT

Allotments	<p>Dangerous trees.</p> <p>Safety to the public.</p> <p>Increase in net expenditure.</p>	<p>testing of all portable equipment. Cleaners, Booking Clerks, /Grounds-Manager clean and check Hall after every letting. Hire agreement in place.</p> <p>Three-year tree survey/ inspection as required by insurance policy.</p> <p>Tenancy agreement in place – reviewed annually.</p> <p>Review allotment rents annually.</p>
Whole	Pandemic	<p>Government guidelines adhered to on any/all aspects of Council administration.</p> <p>If appropriate the Parish Council may implement further measures to protect its assets and staff aside any government guidelines or restrictions.</p>