

South Warnborough Parish Council Risk Assessment

March 29, 2021

Draft for adoption

Revision history				
5 April 2005				
11 May 2009 Revised				
11 April 2013 Asset Register and Insurance Cover Amended				
11 July 2016 Revised				
9 March 2020 Adopted no revision				
29 March 2021 Serial 10 amended to cover Covid-19 impacts				
Serial	Risk	Control Measures	Additional Measures	Remarks
1.	Loss or Damage to Council Physical Assets	<ol style="list-style-type: none"> 1. Maintain up to date asset register 2. Ensure adequate insurance cover for loss or damage, to be reviewed annually/ on acquisition of new assets. 3. Playground to be fenced and main area secured by gate. 4. Instigate inspection of equipment and, where necessary, maintenance arrangements. Weekly inspections of SW recreational area and equipment to be carried out by a competent member of the Playground Committee. 5. Annual inspection of playground by a competent contractor who shall issue a report. Contractor to be appointed and managed by the Council. 6. Other Council assets to be inspected every six months. 	<ol style="list-style-type: none"> 1. Clerk to present to Annual Meeting of Council (May) each year for review and endorsement. 2. As above. 4. Written weekly inspection report to be copied to the Clerk for review by Council. 5. Annual Report to be reviewed by the Council. 6. Inspection to be reported to September and March Council meetings. 	<ol style="list-style-type: none"> 1. 11 April 2013: Asset register amended to cover new Multi Use Games Area (SWAGA). 2. As above

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2.	Damage to third party property or injury to individuals using Council services or amenities and any resulting legal liability	<ol style="list-style-type: none"> 1. Ensure adequate insurance cover for public liability to be reviewed annually. 2. Advise contractors of care required on accessing burial ground due to uneven path/surfaces 	<ol style="list-style-type: none"> 1. Clerk to present to Annual Meeting of Council (May) each year for review and endorsement 2. Include advisory note on access requirements for burial ground in Burial Ground Regulations. 	
3.	Loss of income or cost of service provision upon damage or loss or non-performance of third party.	<ol style="list-style-type: none"> 1. Ensure adequate insurance cover for consequential loss. 2. All contractors to provide proof of public and employer liability cover. 	<ol style="list-style-type: none"> 1. Clerk to present to Annual Meeting of Council (May) each year for review and endorsement 	
4.	Loss of cash through theft or dishonesty	<ol style="list-style-type: none"> 1. Ensure adequate insurance fidelity guarantee cover. 	<ol style="list-style-type: none"> 1. Clerk to present to Annual Meeting of Council (May) each year for review and endorsement. 	
5.	Inadequate banking arrangements	<ol style="list-style-type: none"> 1. Procedure to be defined in Council Financial Regulations. 2. Regular bank reconciliation. 3. Cheques and accompanying invoices to be signed by two Councillors. 4. Except as provided for in the Financial Regulations, no expenditure is to be made unless authorised at a Council meeting. 	<ol style="list-style-type: none"> 1. Procedures to be maintained by Clerk and reviewed annually at Annual Meeting of Council (May) and when amended. 2. Bank reconciliation and expenditure to be reported by Clerk at each Council meeting and signed off by two Councillors. 	

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6.	Inadequate contracting arrangements and contractor performance. This includes grass cutting of Parish Areas (Gaston Lane Field Access and Amenity Area, SW Recreational Area, Village Green, War Memorial area, SW Burial Ground) and playground inspections for SW Recreational Area.	<ol style="list-style-type: none"> 1. Procedures to be defined in Council Standing Orders. 2. No contract to be let unless authorised at Council meeting. 3. Performance (except SW recreational area) to be monitored by Parish Clerk. 4. Performance for SW Recreational Area to be monitored by nominated member of the Playground Committee. 	<ol style="list-style-type: none"> 1. As above. 2. All contracts to be reviewed annually by Clerk and results reported to Council meeting prior to renewal. 3. Inadequate performance to be reported to Council meeting immediately following detection for resolution. 	
7.	Inadequate financial records and control, inc. VAT reporting	<ol style="list-style-type: none"> 1. Procedures to be defined in Council Financial Regulations. 2. Financial reports to be made available for scrutiny at each Council meeting. 3. Appoint internal auditor to ensure that financial records are in accordance with statutory requirements and Council Financial Regulations and that the Council properly authorised all expenditure. 4. VAT return to be completed annually by Clerk. 5. All financial approvals and expenditure to be entered in Council meeting minutes. 	<ol style="list-style-type: none"> 1. To be maintained by Clerk and proposed amendments reviewed and approved annually at Annual Meeting of Council (May) and if necessary, following internal auditor's report. 	

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8.	Improper conduct of Council business	<ol style="list-style-type: none"> 1. Procedures to be detailed in Council Standing Orders. 2. All Council business to be recorded in Council meeting minutes. 3. Specific procedures – Minutes 4. Specific procedures – Planning Comments 5. Specific procedures – Complaints procedure 	<ol style="list-style-type: none"> 1. To be maintained by Clerk and reviewed annually at Annual Meeting of Council (May) and when amended. 2. Minutes to be available for scrutiny by the public at all Council meetings. 3. Once approved by Council meeting minutes are to be signed on each page by the Chairman and cannot be amended thereafter. Master copy to be held on file by the Clerk. 4. Clerk to maintain Planning File which records planning applications considered by Council, comment submitted and decision on application by Planning Authority. 5. Procedure for the investigation of complaints to be maintained by Clerk and made available to members of the public. 	
9.	Improper management and documentation of Council employees.	<ol style="list-style-type: none"> 1. All employees to be given a contract of employment of appointment. 2. Pay roll to comply with HMRC requirements. 3. Employer's liability insurance cover to be provided and Insurance Certificate displayed. 	<ol style="list-style-type: none"> 1. To be approved and reviewed annually at the Annual Meeting of the Council (May) and when amended and when new appointment made. 	

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10.	Inadequate annual precept and budgetary control	<ol style="list-style-type: none"> 1. Draft budget to be circulated prior to January Council meeting. This should cover all statutory duties and any expenditure planned under Section 137. 2. Precept to be approved at the January Council meeting. 3. Clerk to report spend against the budget, including reserves, at each Council meeting as in Serial 7(2). 4. All expenditure to be checked against statutory duties and Section 137 allowance by Clerk and, once approved, noted in the minutes of the related meeting recording the powers under which authorised. 5. In 2020/21 consideration was made in the event that Covid-19 pandemic budgetary impacts continued into the 2021/22 financial year. 		
11.	Parish Councillor conflict of interest and consequent misconduct.	<ol style="list-style-type: none"> 1. Council to adopt Code of Conduct for Councillors and employees. 2. Councillors to lodge Declaration of Pecuniary Interests as required by Code of Conduct with Clerk as soon as appointed. To be completed to ensure compliance with Additional Measure 2. 3. Any changes in interests are to be notified to the Clerk as soon as they occur. 4. Any hospitality received required to be 	<ol style="list-style-type: none"> 1. Adoption to be registered with the Monitoring Officer, Hart District Council. 2. Clerk to send Councillor Declarations of Interest to the Monitoring Officer, Hart District Council within 28 days and to keep copies on file for the use of the members of the public. Register to be published on website. 3. As above. 4. As above. 	

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		reported under the Code.		
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11. Cont.	Parish Councillor conflict of interest and consequent misconduct. Cont.	5. Council to adopt Complaints Procedure. 6. A Councillor is not permitted to take part in any discussion or decision of the Council in any item of business in which he has a pecuniary interest unless he has obtained a dispensation from the Clerk in writing in advance of the item being discussed at the meeting.	5. Procedure for making complaints to be maintained by Clerk and made available to members of the public. Complaints related to Councillor's conduct are to be made in writing directly to the monitoring Officer at Hart District Council. 6. If no dispensation, Councillor to leave meeting room during item as per Standing Orders and record made in minutes.	
12.	Discrimination	7. Council to adopt and adhere to policy of non-discrimination		

Minute for Adoption: 6.

Meeting Date: 29th March 2021