

**HORSMONDEN PARISH COUNCIL
ANNUAL RISK ASSESSMENT – 2010/2011**

Category of Risk	Risk	Probability	Impact	Risk Rating	Management Strategy
Insurance	Under Insurance	L	H	L	Review general insurance cover at renewal.
	Insurer Folding	L	H	L	Ensure Insurer is registered with the relevant Financial Authority
Councillors/Clerks Indemnity	Liability for breach of conduct	L	H	L	Covered under Insurance since 2004. Ensure continuation of cover.
Standing Orders	Standing Orders out of line with legislation/code of conduct	L	M	L	Current KAPC model has been followed and amended as appropriate in 2007. Keep up to date with any changes.
Bye Laws	That current Byelaws are discriminatory	M	H	M	Clerk wrote to DEFRA about this earlier in 2008 still not settled. This needs pursuing.
Ownership of Village Green.	Cannot prove ownership of Green	H	M	M	Pursue registration of ownership with the Land Registry.
Ownership of Village Hall	Liability for external repairs	L	L	L	Low risk. These items are budgeted for in precept
	Electrical testing	L	H	L	
	Fire assessment	L	H	L	
	Checks for legionella	L	H	L	
Ownership of Institute Building	Liability for up keep and repairs	L	L	L	PC has added this to the precept. PC in process of setting up Charity and trust to manage this.
	Electrical testing	L	H	L	
	Fire assessment	L	H	L	
	Checks for legionella	L	H	L	
Ownership of Parish Play area	Liability for provision of safe Parish Play area	L	H	L	New play area installed in 2009 .This will undergo the same annual inspection by RoSPA which the old one used to have and will be inspected daily by caretaker, as previously.
Ownership of sports ground	Is the PC fulfilling their responsibilities as owners of this ground?	L	L	L	Responsibilities need assessment and compliance.
Accounts	Incorrect/fraudulent bookkeeping	L	H	L	All transactions conform to stated practice in Standing Orders; 2 signatories for cheques, Clerk cannot sign, Accounts approved at each month's Parish Council Meeting. Notwithstanding the above, indemnity insurance cover is in force to protect the PC. Accounts are signed off by External Auditor each year.

Internal Audit	Internal audit procedures are not sound	L	H	L	Kent Audit now provides a thorough internal audit twice annually.
Duties as an Employer	Contract of Employment and Role	M	L/M	M	Contract of employment needs agreement and completion. Job description available. Taxation of earnings and NI payments are all registered with IR and a PAYE system is now in force.
Information/Records	Loss of Computerised Data	L	H	L	Manual back up performed regularly by clerk and stored off premises.
	Compliance with Data Protection Act	L	H	L	General public do not have access to information and files. Clerk/Councillors adhere to data protection policies and procedures.
	Compliance with Freedom for Information Act	L	M	L	Council responds to requests accordingly. Council needs to keep up to date with new legislation.
	Storage of important documents in fireproof cabinet	H	H	H	Council need to provide fireproof storage for important documentation.
Use of Village Green	Liability risk for Parish Council	L	L	L	Booking procedure requiring risk assessment and Insurance cover by event organisers
	Damage to green resulting in expense	L	L	L	Deposit now requested from event organisers prior to any event taking place
Public Conveniences	Liability for repair	L	M	M	
	Electrical Testing	L	H	M	
	Fire Assessment	L	H	M	
	Legionnaires Check	L	H	M	

Key: L = Low, M = Medium, H = High