Summary of Loggerheads Parish Council Risk Assessments
Considered at Parish Council on 18th March 2024.

NOTE:

The table below summarises the main risks to public money related to council property, activities and employees. The Parish Council receives the information below on an annual basis.

Individual risk assessments are completed for all activities and are reviewed annually and are reviewed as part of the Internal Monitoring process.

No.	Area	Risk	Level	Controls
1	**All areas**	Provision of adequate insurance cover.	Medium	Carry out annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.
2		Slips, trips, falls.	Medium	Parish Council managed areas to be maintained in line with agreed Policy.
3	**Allotments**	Build-up of non-compostable/ hazardous rubbish.	Medium	Work closely with Allotment Association and site managers to ensure continuous monitoring. Periodic site inspections.
4		Parish Council management of site.	Medium	A copy of the lease is provided to the Allotment Association setting out expectations of allotment holders.
5		Vermin on-site.	Medium	Enforce conditions of lease. Periodic site inspections. Instigate appropriate action to deal with any identified problems.
6		Failure to review and collect rents / charges.	Medium	Maintain proper records of income received and banked. Review of invoicing processes to take place in 2024/25.
7		Personal injury.	Medium	Carry out annual review of insurance to ensure that all appropriate risks are covered. Inspect contractor insurance. Ensure that conditions that might lead to physical injury are minimised and properly controlled. Work closely with allotment holders and site managers to ensure continuous monitoring. Periodic site inspections.
8		Management of trees.	Medium	Ensure that any management of trees has appropriate permission and is carried out by responsible and experienced individuals / organisations.
9	**Football Field and Changing Rooms**	Appropriate maintenance completed.	Medium	Continue to ensure: • contracts are in place and enforced. • all contractors on site have relevant and up-to-date insurance. • site is inspected regularly. • Loggerheads Football Club are responsible for the general upkeep of the playing surface.
10		Security, theft and vandalism.	Medium	Liaison with local enforcement agencies. Ensure site is inspected regularly. Maintain Asset Register. Take action (as appropriate) against offenders.
	Loggerheads Community Managed Library	Day-to-day management of Service.	Medium	Clerk and RFO to act as Line Manager for 6 Volunteers. Volunteers are insured under the Parish Council's existing Employer's Liability Policy. Public are insured under the Parish Council's existing Public Liability Policy.
		Energy costs.	Low	Managed by Staffordshire County Council.
		Appropriate compliance regime.	Low	Managed by Staffordshire County Council.
		Appropriate maintenance regime.	Low	Managed by Staffordshire County Council.
11	**Parish Council owned / managed public space**	Maintenance of trees, mowing, planting, winter gritting.	Medium	Regular inspection and review. Continuous maintenance regimes. Report any issues to appropriate Committee.

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No.	Area	Risk	Level	Controls
				All contractors should complete their own risk assessments prior to commencement of work. This document does not include those activities.
		Storage Space.	Medium	New storage arrangements from March 2023. Provides safe, dry and secure accommodation for Parish Council items. Staff using this area must adhere to lone working policies. Documentation being created to ensure effective Health and Safety management of site.
12	**Parish Council Accommodation**	Office.	Low	The Parish Council is based in Loggerheads Community Fire Station, and therefore does not own its own premises.
13		Energy costs.	Low	Managed Staffordshire Fire and Rescue Service and Kier
14		Appropriate compliance regime.	Low	Managed by Staffordshire Fire and Rescue and Kier.
15		Effective maintenance regime.	Low	Managed by Staffordshire Fire and Rescue Service and Kier.
16	**Play Areas**	Bell Orchard.	Medium	• A mix of play equipment installed by both Playdale Playgrounds and Sovereign circa 2009. • Surfacing known to be low in bark pit. • Most of the play equipment is coming to the end of its life. Planning and Environment Committee are exploring options for replacement / refurbishment.
17		Knighton Railway Cutting.	Medium	• A range of play equipment installed by Playdale Playgrounds circa 2009. • Surfacing known to be low in bark pit. • Most of the play equipment is coming to the end of its life. Planning and Environment Committee are exploring options for replacement / refurbishment.
18		Pinfold Lane.	Medium	• A range of play equipment installed by Playdale Playgrounds circa 2009. • Surfacing known to be low in bark pit. • Most of the play equipment is coming to the end of its life. Planning and Environment Committee are exploring options for replacement / refurbishment.
19		Tadgedale Brook.	Medium	• A range of play equipment installed by Playdale Playgrounds circa 2009. License from NuLBC to have play equipment onsite. • Surfacing is known to be low in bark pit. • Most of the play equipment is coming to the end of its life. Planning and Environment Committee are exploring options for replacement / refurbishment.
20	**Insurance cover**	Cover required for: Money, Employers' Liability claim, Public and products liability claim, Fidelity Guarantee, Libel and Slander, Personal Accident, Legal Expenses.	Medium	Quotes received each year for insurance, based on asset register, liabilities and the availability of 3-year undertaking.
21	**Accounts**	Annual precept too high/ too low or not the result of detailed consideration.	Medium	Continue current system with detailed budget based on past year and current year accounts. Committees involved in agreeing budget requirement for forthcoming year. Continue work to agree action plan and strategic priorities to identify future spending requirements.
22		Inadequate monitoring of income/expenditure against budget.	Medium	Full list of monthly payments presented to Full Council. Up to 9 signatories at the bank – Clerk and RFO; Chair of Council; Vice Chair of Council; Committee Chairs; and Committee Vice Chairs – with dual authorisation through Unity Trust Bank.

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No.	Area	Risk	Level	Controls
23		Unlawful expenditure.	Medium	Financial Regulations (based on NALC Model document) in place; reviewed annually. Follow advice of Clerk/RFO that all expenditure is within legal powers. Up to 9 signatories at the bank – Clerk and RFO; Chair of Council; Vice Chair of Council; Committee Chairs; and Committee Vice Chairs – with dual authorisation through Unity Trust Bank.
24		Unauthorised expenditure.	Medium	Report all payments to Council for approval (even if already paid). Up to 9 signatories at the bank – Clerk and RFO; Chair of Council; Vice Chair of Council; Committee Chairs; and Committee Vice Chairs – with dual authorisation through Unity Trust Bank.
25		Accounts not reconciled.	Medium	Bank reconciliation completed each quarter by Scribe. Member Audits completed each quarter by two nominated Member Auditors.
26		Non-standard and/or noncompliant records kept.	Medium	Financial Regulations (based on NALC Model document); reviewed annually. Follow advice of Clerk/RFO and Internal and External auditors.
27		Non-compliance with statutory requirements for completion/ approval/ submission of accounts and other financial returns.	Medium	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
28		Non-compliance with internal audit requirements.	Medium	Appoint appropriately qualified internal auditor annually.
29		Banking.	Medium	Day-to-day banking in line with acceptable practices set out in Financial Regulations. Finance procedures to be reviewed annually. Annual review of management of Council Reserves. Unity account confirmed – up to 9 signatories at the bank – Clerk and RFO; Chair of Council; Vice Chair of Council; Committee Chairs; and Committee Vice Chairs – with dual authorisation through Unity Trust Bank.
30		Risk of loss of income if current bank encounters difficulties.	High	£38,552.38 held in CCLA since June 2023. Introduction of Unity Bank account in November 2023 with funds transferred between Unity and NatWest.
31		Loss of cash through theft or dishonesty.	Medium	The Parish Council does not hold petty cash at any time.
32		Compliance with HMRC Regulations (inc. VAT reclaiming).	Medium	All transactions completed online, and paper copies kept. Internal and external auditor to provide ‘double check’.
33		Best value accountability, e.g. awarding of contracts and services.	Medium	Procurement Policy in place and regularly reviewed. All procurement activity discussed through Finance and General Purposes Committee.
34	**Staff**	Loss of key personnel through ill health or leaving.	Medium	A Business Continuity Plan and “How to Guide” are being created and will be reviewed annually. Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk, if necessary.
35		Physical attacks on staff.	Medium	Personnel Committee ongoing review / updating of all policies and procedures in relation to management of staff. Lone working staff provided with work mobile phone with an easy-to-access emergency call function.
36		Salaries, pensions and associated costs calculated wrongly or paid incorrectly.	Medium	To be reviewed by internal control and internal auditor. Procedures in place and followed.

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No.	Area	Risk	Level	Controls
37	**Administration**	Inadequate access to advice.	Medium	Continue memberships of SPCA/NALC, NACO and other organisations.
38		Loss of computer-based records.	Medium	Records manually backed up by Clerk and RFO quarterly. Information now held in cloud-based system.
39		Finance management systems.	Medium	Scribe; cloud-based system.
40		Loss of hard document records.	Medium	Records kept in locked safe / fire-proof cabinet. Key records to be reviewed and photocopies made.
41		Poor service to customers.	Medium	Complaints procedure in place. Significant issues to be reported to Personnel Committee.
42		Business Continuity.	Medium	Business Continuity Plan and "How to Guide" being developed.
43		Data management.	Medium	Records manually backed up by Clerk and RFO quarterly. Information now held in cloud-based system.
44	**New projects**	Unfamiliar management arrangements.	Medium	As Parish Council takes on additional projects, there are new areas of expertise needed. Parish Council to call on skills of partners to ensure effective procurement and management arrangements. Ensure consultation with relevant individuals and organisations.
45	**Assets**	Protection of physical assets (inc. land).	Medium	Land insured; reviewed annually. Test Insurance market annually or following a 3-year undertaking and assess insurance values at that point.
46	**Legal Liability**	Ensuring activities are within legal powers.	Medium	Clerk and RFO to clarify legal position on any new proposal. Legal advice to be sought where necessary. General Power of Competence not in place.
47		Proper and timely reporting via the Minutes.	Medium	Council and Committees always receive and approve Minutes of meetings. Minutes made available to press and public via the website.
48	**Councillors propriety**	Registers of Interests and gifts and hospitality in place.	Medium	Code of Conduct reviewed and approved annually. Support received from Monitoring Officer at NuLBC.

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