

# **INSTOW PARISH COUNCIL**

## **RISK ASSESSMENT**

*(Reaffirmed by IPC – 21st March 2019)*

<b><u>Observed Risk</u></b>	<b><u>Risk Level</u></b>	<b><u>Risk Protection/Reduction</u></b>
<p><b><u>1. GOVERNANCE: -</u></b></p> <p>(i) Councillor improperly or illegally elected</p> <p>(ii) Failure of Councillor to sign Members’ Code of Conduct/complete Declaration of Interests</p> <p>(iii) Councillor acting beyond his/her powers or acting illegally or dishonestly.</p> <p>(iv) Councillor conducting himself/herself in a manner deemed inappropriate by the rest of the Council</p> <p>(v) Councillor injured while attending to Council business</p>	<p>(i) Low</p> <p>(ii) Medium</p> <p>(iii) Low</p> <p>(iv) Low</p> <p>(v) Low</p>	<p>(i) Candidate’s Guide available to all. Application to be signed. Electoral Officer NDC has overall monitoring responsibility</p> <p>(ii) Clerk to advise Council and NDC of any failure. Thereafter the matter is governed by law</p> <p>(iii) Councillors are given “Code of Conduct” upon election. Any failure to adhere to the Code is brought before Council and, where necessary, reported to NDC</p> <p>(iv) Councillors are given “Code of Conduct” upon election. Breaches to follow procedure as at (iii) above.</p> <p>(v) Council’s insurance cover is reviewed and updated/renewed annually</p>
<p><b><u>2. COUNCIL CLERK</u></b></p> <p>(i) Appointment of inappropriate or incompetent Clerk</p> <p>(ii) Dishonesty of Clerk in conduct of Parish affairs</p> <p>(iii) Clerk failing to maintain proper records of Council business</p>	<p>(i) Low</p> <p>(ii) Low</p> <p>(iii) Low</p>	<p>(i) Appointment is only after interview; checking of references and contact with referees. Contract of employment sets out Clerk’s duties/responsibilities</p> <p>(ii) Council meets monthly and receives progress reports and information on all matters being dealt with by the Clerk (see (iv) below)</p> <p>(iii) Councillors can inspect the Clerk’s records at any time and request Clerk to produce documentation at monthly Council meetings</p>

<p>(iv) Clerk failing to keep proper books of accounts</p> <p>(v) Clerk fails to advise Council of its statutory rights, duties or responsibilities</p> <p>(vi) Clerk fails to carry out the instructions of Council</p> <p>(vii) Dishonesty or negligence in relation to the Council's money (inc cash) and assets</p> <p>(viii) Clerk acting beyond his/her authorised powers</p> <p>(ix) Clerk injured in the course of carrying out his/her duties</p>	<p>(iv) Low</p> <p>(v) Low</p> <p>(vi) Low</p> <p>(vii) Low</p> <p>(viii) Low</p> <p>(ix) Low</p>	<p>(iv) Books of accounts are available for inspection at monthly Council meetings. Nominated Councillor examines the financial records every 3 months. Internal auditor inspects the books annually and the records are available for annual external audit. Records are also available at specified times for parishioners' to examine. Clerk gives a financial report (with records available) at annual Parish Meeting.</p> <p>(v) Clerk is under instruction to advise Council of all changes notified by NDC or any other statutory body</p> <p>(vi) Actions of the Clerk are reviewed monthly by the Council</p> <p>(vii) Nominated Councillor inspects the records every 3 months. All cheque payments/cash transfers must carry the signatures of two Councillors. Internal Auditor examines the records annually. External Auditor conducts annual review</p> <p>(viii) Level of authorised powers is laid down by Council and reviewed for any matter where Clerk is given discretion. Acting beyond his/her powers is subject to disciplinary action by the Council</p> <p>(ix) Insurance cover is renewed and reviewed annually</p>
<p><b><u>3. COUNCIL'S EMPLOYEES/ CONTRACTORS OTHER THAN THE CLERK</u></b></p> <p>(i) Inappropriate appointment</p> <p>(ii) Incompetent work</p>	<p>(i) Low</p> <p>(ii) Low</p>	<p>(i) References are obtained and employment is probationary until ability is proven</p> <p>(ii) Dismissal available in accordance with contract of employment and current</p>

<p>(iii) Exceeding the authority given</p> <p>(iv) Injury arising during employment</p>	<p>(iii) Low</p> <p>(iv) Low</p>	<p>employment law. Insurance protection is reviewed and renewed annually</p> <p>(iii) Clear verbal/written instructions provided by Clerk. Contract of employment deals with discipline</p> <p>(iv) Employer's liability insurance cover reviewed and renewed annually</p>
<p><b><u>4. COUNCIL'S ASSETS – DAMAGE, THEFT ETC</u></b></p>		
<p>(i) Parish Hall or Contents</p>	<p>(i) Medium</p>	<p>(i) Full insurance (property and contents) is maintained by the Parish Hall Committee (separate group and registered charity). Renewal of insurance and level of cover to be confirmed annually</p>
<p>(ii) Seats for the Public – Seafront etc</p>	<p>(ii) High</p>	<p>(ii) Chained to their bases. Examined regularly for damage or vandalism. Insurance reviewed and renewed annually</p>
<p>(iii) Bus Shelters</p>	<p>(iii) Medium</p>	<p>(iii) As at (ii) above</p>
<p>(iv) Car Park and Ticket Machine</p>	<p>(iv) Medium</p>	<p>(iv) Car Park and ticket machine covered by Council's insurance policy. Insurance cover maintained for money in transit from ticket machine to bank</p>
<p>(v) Freehold property owned by Instow Recreation Trust – controlled by the DCC, being situated adjacent to The Tarka Trail</p>	<p>(v) Low</p>	<p>(v) Maintenance, insurance and management responsibilities assumed by DCC under terms of their lease.</p>
<p>(vi) Tractor, Council Regalia and any other moveable assets</p>	<p>(vi) Low</p>	<p>(vi) Insurance cover is reviewed and renewed annually</p>
<p>(vii) Solar Light (Venn Cross Bus Shelter) Flood Defence Gates (opposite Boathouse) and Village Gateways (Anstey Way).</p>	<p>(vii) Low</p>	<p>(vii) Insurance cover is reviewed and renewed annually</p>
<p>(viii) Car Park Toilets and defibrillator</p>	<p>(viii) Low</p>	<p>(viii) Insurance cover is reviewed and renewed annually</p>

<p><b><u>5. COUNCIL'S ASSETS – THIRD PARTY LIABILITY</u></b></p> <p>(i) Claims in respect of injury or loss by any member of the public by reason of contact with, or use of, any Council asset</p> <p>(ii) Instow Sands (as leased from Crown Estates)</p>	<p>Medium</p> <p>High</p>	<p>(i) Careful consideration given by Council in view of increasing litigation in this area. The assets used by the public are checked regularly to ensure good condition. Public liability insurance is reviewed and renewed annually.</p> <p>(ii) As (i) above and to include regular checks for broken glass, debris etc. (See also IPC's Beach Risk Assessment Policy (attached))</p>
<p><b><u>6. THIRD PARTY LIABILITY – GENERAL</u></b></p> <p>(i) Claim by any member of the public or any organisation based on alleged inappropriate conduct of the Council</p>	<p>(i) Low</p>	<p>(i) See risk protection answer (Governance) (ii). Insurance is reviewed and renewed annually.</p>
<p><b><u>7. INVESTMENT POLICIES</u></b></p> <p>Loss of funds by inappropriate investment</p>	<p>Low</p>	<p>Take financial advice, if appropriate, and do not invest in accounts that Charities would not invest in.</p>

**Signed:**

**Chairman**

**Signed:**

**Clerk**

**Dated: -**