

INSTOW PARISH COUNCIL
RISK ASSESSMENT
(Reaffirmed by IPC – 17/03/2022)

<u>Observed Risk</u>	<u>Risk Level</u>	<u>Risk Protection/Reduction</u>
<p><u>1. GOVERNANCE: -</u></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><u>2. COUNCIL CLERK</u></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>(iv) Clerk failing to keep</p>	<p>(i) Low</p> <p>(ii) Low</p> <p>(iii) Low</p> <p>(iv) 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) Books of accounts are</p>

<p>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>(v) Low</p> <p>(vi) Low</p> <p>(vii) Low</p> <p>(viii) Low</p> <p>(ix) Low</p>	<p>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><u>3. COUNCIL'S EMPLOYEES/ CONTRACTORS OTHER THAN THE CLERK</u></p> <p>(i) Inappropriate appointment</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 employment law. Insurance</p>

<p>(ii) Incompetent work</p> <p>(iii) Exceeding the authority given</p> <p>(iv) Injury arising during employment</p>	<p>(iii) Low</p> <p>(iv) Low</p>	<p>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><u>4. COUNCIL'S ASSETS – DAMAGE, THEFT ETC</u></p> <p>(i) Parish Hall or Contents</p> <p>(ii) Seats for the Public – Seafront etc</p> <p>(iii) Bus Shelters</p> <p>(iv) Car Park and Ticket Machine</p> <p>(v) Freehold property owned by Instow Recreation Trust – controlled by the DCC, being situated adjacent to The Tarka Trail</p> <p>(vi) Council Regalia and any other moveable assets</p> <p>(vii) Solar Light (Venn Cross Bus Shelter) Flood Defence Gates (opposite Boathouse) and Village Gateways (Anstey Way).</p> <p>(viii) Car Park Toilets and defibrillator</p>	<p>(i) Medium</p> <p>(ii) High</p> <p>(iii) Medium</p> <p>(iv) Medium</p> <p>(v) Low</p> <p>(vi) Low</p> <p>(vii) Low</p> <p>(viii) Low</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) Chained to their bases. Examined regularly for damage or vandalism. Insurance reviewed and renewed annually. If seats are removed, the securing rings/bolts to be capped or covered to avoid tripping incidents</p> <p>(iii) As at (ii) above</p> <p>(iv) Car Park is responsibility of NDC. Ticket machine not insured but of limited value. Insurance cover maintained for money in transit from ticket machine to bank</p> <p>(v) Maintenance, insurance and management responsibilities assumed by DCC under terms of their lease</p> <p>(vi) Insurance cover is reviewed and renewed annually</p> <p>(vii) Insurance cover is reviewed and renewed annually</p>

