

RISK ASSESSMENT POLICY ASHBY WOULD'S TOWN COUNCIL

NO	ITEM	RISK	RISK	CHECKED	REVIEWED	MANAGED	YES/NO
1	Loss of title deeds to land/building	fire or flood at office	L/H	Annually	Feb-24	Title deeds stored in fireproof safe at office	YES
2	Unexpected loss of clerk	council not able to operate	M/H	Annually	Feb-24	Locum Clerk and LRALC able to provide cover	YES
3	Unexpected loss of cleaner	not able to operate normally	L/L	Annually	Feb-04	cleaning company provide cover	YES
4	Public & Employees liability	inadequate cover	L/H	Annually	Feb-24	risk adequately managed by WPS	YES
5	Money & fidelity guarantee	inadequate cover	L/H	Annually	Feb-24	risk adequately managed via WPS	YES
6	Personal accident	inadequate cover	L/H	Annually	Feb-24	risk adequately managed via WPS	YES
7	Council owned property	damage or destruction	L/H	Annually	Feb-24	risk adequately managed via WPS	YES
8	Seats and benches	damage or destruction	L/L	ongoing	ongoing	replacement cost less than ins excess	YES
9	Noticeboards	damage or destruction	L/L	ongoing	ongoing	risk adequately managed via WPS	YES
10	Gas/electricity inspections office	loss of supply	L/L	weekly	ongoing	risk adequately managed by Bgas /meter readir	YES
11	Gas/electricity inspections pavilion	loss of supply	L/H	monthly	ongoing	risk adequately managed by Bgas/meter readin	YES
12	Play equipment qualified inspections	injury to users	L/H	Annually	Feb-24	risk adequately managed via WPS	YES
13	Trees	damage to persons/property	L/L	Annually	ongoing	inspections by cllrs & grounds contractor	YES
14	All sites - inspections by councillors	injury , vandalism, repair	M/H	monthly	ongoing	inspections by cllrs & grounds contractor	YES
15	Banking arrangements	failure of institution	L/H	Annually	Feb-24	banking undertaken with HSBC	YES
16	Insurance providers	failure of institution	L/H	Annually	Feb-24	insured via WPS	YES
17	Vat return not submitted	loss of revenue	L/L	Annually	Feb-24	reports produced by Scribe	YES
18	Clerk salary review	failure to pay correctly	L/L	Annually	Feb-24	SLCC/NALC/LRALC issue salary scales	YES
19	Cllrs allowance review & agreed	failure to pay correctly	L/L	Annually	Feb-24	SLCC/NALC/LRALC issue NLC scales	YES
20	Budget approved	inadequate funds to manage	L/M	Annually	Feb-24	Precept meeting held every January	YES
21	Precept not submitted	inadequate funds to manage	L/M	Annually	Feb-24	written request from district council	YES
22	Budget monitoring	overspend/underspend	L/M	Quarterly	Feb-24	reports produced by Scribe	YES
23	Bank reconciliation	accounts imbalance	L/L	Quarterly	Feb-24	reports produced by Scribe	YES
24	Internal audit	failure to audit thoroughly	L/L	Annually	Feb-24	letter of engagement listing requirements	YES
25	Review of internal audit	failure to audit thoroughly	L/L	Annually	Feb-24	council reviews internal auditor reports	YES
26	External audit	failure to audit thoroughly	L/L	Annually	Feb-24	appointed by audit commission	YES
27	Financial regulations review	failure to adhere to LGA regs	M/M	Annually	Feb-24	written regulations exist from council	YES
28	Asset register updated	loss of accurate asset list	L/L	Annually	Feb-24	register updated as changes occur	YES
29	Back up of computer records	loss of data/historical records	L/H	Daily	ongoing	data backed up external drive & memory stick	YES
30	Back up scribe 2010 accounts	loss of accounts	L/M	Daily	ongoing	data backed up external drive & memory stick	YES
31	Contracts of employment reviewed	lack of clearly defined role	L/L	Annually	Feb-24	written contract of work exists for clerk	YES
32	Contracts of work	failure to complete duties	L/M	Ongoing	ongoing	written contracts signed	YES
33	Contractors indemnity insurance	cost of damage to AWTC	L/M	Ongoing	ongoing	Copies held in office	YES

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34	Contracts for ground maintenance	failure to complete duties	L/M	Annually	Feb-24	contract reviewed annually	YES
35	Code of conduct adopted	failure to abide by code	L/L	Ongoing	ongoing	new code adopted April 2023	YES
36	Register of interests completed	failure to abide by code	L/L	Ongoing	ongoing	register updated as changes occur	YES
37	Register of gifts/hospitality	failure to abide by code	L/L	Ongoing	ongoing	register updated as changes occur	YES
38	Declaration of interests minuted	failure to abide by code	L/L	Ongoing	ongoing	Minuted as they occur	YES