



HERTINGFORDBURY PARISH COUNCIL: RISK MANAGEMENT

Area	Risk	Controls
Assets	Protection of physical assets	An asset register is maintained, the value increased annually; value and assets register reviewed at the annual council meeting. A reserve is held to self-insure items including bus shelters. The reserve is reviewed annually. War memorial conservation plan prepared.
Trespassers	Trespassers camping on greens	Letty Green – Bollards Cumberland Green – Earth bund Cole Green – Legal reserve Birch Green – Legal Reserve Staines Green – Small area, low risk East End Green – Small area, off road, low risk
Finance	Financial controls and records	Council's Financial Regulations based on national recommendations.
	Loss of cash through theft/dishonesty	Fidelity cover in place (limit increased in 2012). Generally, no cash is held.
	Sound budgeting to underlie annual precept	Detailed budget prepared based on prior year experience and known future changes. Financial report to Council meetings to show actual to budget comparison.
	Greens: Return of money collected. (CROW)	Reserve held against claims. (£7000). Over ten years since court case identified the risk and the council ceased collecting disbursements.
Liability	General risks to Council, Councillors and Clerk	Comprehensive insurance policy maintained in form designed to protect against risks to which local authorities are exposed.
	Risk to third party, property or individuals	Insurance policy covers public liability and property risk. Play Area inspected regularly. Greens inspected annually (six monthly for East End Green). Full arboricultural survey every five years. Problems identified with roads, footpaths, trees etc referred to responsible authority at EHDC or HCC.



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	Legal liability as consequence of asset ownership (especially playground)	Insurance in place. Annual checks of play area made by a qualified specialist.
Employer Liability	Comply with Employment Law	Only one part-time employee. NALC/SLCC guidance followed re contract terms and employment practice.
	Clerk lone working	Telephone communication available.
Legal Liability	Ensuring activities are within legal powers	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Subscription to LCAS, HAPTC, NALC
	Proper and timely reporting via the minutes	Council meets monthly and always receives and approves minutes of the previous meeting. Minutes made available to public via the web site.
	Proper document control	Document register has been compiled.
Councillors' propriety	Registers of interests and gifts and hospitality	Register of interests completed. Declarations of interest recorded at each meeting. Members regularly reminded to update Register of interests.
Greens crossing licenses	Residents without a licence could sue the council for refusal to issue. Threat to report the council for abuse of various archaic Greens Crossings acts.	Advice sought from Paul Clayden gives clear direction that licences are permissible. Indemnity insurance in place.

Approved by the Council at its meeting held on 13th June 2012; last reviewed 11th July 2013