

KINNERSLEY & DISTRICT GROUP PARISH COUNCIL  
RISK ASSESSMENT April 2016

Assessment of the risks to achieving the Council's objectives.

**Insurance**

The parish council maintains an appropriate level of insurance including, money theft by employees, accidental wrongdoing by council officials and libel and slander, and legal expenses up to £250,000 reflecting the rising costs of legal advice.

**Banking**

At least five members, including at least one member from each parish, are designated as cheque signatories, and these are agreed annually at the meeting in May. All cheques must be signed by the clerk plus two of the member signatories, and the members who sign the cheque also initial the cheque stub.

The clerk has on-line access to the parish council bank account so that the balance and account transactions can be checked in between receiving statements, but this access is for viewing only – no transactions can be carried out on-line.

**Value for money**

Grants are applied for where appropriate, for example to cover part of the cost of a new notice board in composite material which should not need any maintenance.

Value for money is sought by

- comparing quotations for insurance resulting in a significantly reduced premium for 2011/12 and again in 2014/15
- members sharing transport where possible to training events and seminars
- using email where possible and giving members the option of going "paperless" when distributing minutes and agendas

**Publication scheme**

The parish council set up a website which became live in May 2011 and this makes it easier to disseminate information to members of the public eg. minutes and agendas.

Documents available on the website include Standing Orders (including Financial Regulations) and the Code of Conduct. There is a link to the Registers of Members' Interests which can be viewed on the Herefordshire Council website.

**Computer security**

The clerk has a dedicated memory stick used to take regular backups of all the parish council files; this is readily available to members of the council if required.

The parish council registered with the Office of Data Protection in 2015. Residents can opt in to a community email system to receive information about local events – residents' email addresses are stored strictly in compliance with Data Protection legislation, being password-protected, only accessible to the community email administrator, and only used for disseminating local events. Residents can opt out of the community email system at any time, in which case their record would be completely removed from the system.

**Compliance with laws, regulations and proper practices**

The parish council has complied with the Pensions Act 2008 which requires automatic enrolment for employees into a pension scheme as of 2016. with certain exceptions – the parish council has submitted the declaration of compliance to the Pensions Regulator.

When vacancies arise for parish council members, they are publicised as widely as possible. Any vacancies are posted on the Home page of the parish council web site and remain there until filled. They are also publicised in local magazines when they first arise, and from time to time.

The Members' Code of Conduct is kept up to date according to the latest guidance from NALC. The first item on the agenda for every meeting is declaration by members of any interest relating to agenda items.