

KINNERSLEY & DISTRICT GROUP PARISH COUNCIL  
RISK ASSESSMENT April 2018

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**

Value for money is sought by

- comparing quotations for insurance
- scrutinising all expenditure, for example membership of HALC was dropped following unacceptable price increases
- 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**

Information published via the parish council website includes minutes and agendas, Standing Orders (including Financial Regulations) and the Code of Conduct, plus a link to view the Registers of Members' Interests.

**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.

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

- The parish council keeps abreast of new legislation, for example the introduction of GDPR (General Data Protection Legislation) in 2018. The clerk attended a course on this, and disseminated information to parish council members and the parish council is reviewing its procedures to ensure compliance.
- Pensions Act 2008 – 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, using the parish council web site and local magazines.
- The first item on the agenda for every meeting is to hear any declarations of interest by members under the Code of Conduct.