

**BROUGHTON PARISH
COUNCIL
RISK ASSESSMENT**

Potential Risk	Consequence	Priority	Appropriate measures to avoid/minimise risk
Damage to third party as a consequence of providing service	Legal action	Medium	Public liability cover - review annually
Loss of cash through theft/dishonesty	Effect on services	Medium	Internal audit procedures
Legal liability as a consequence of asset ownership	Legal action	Medium	Public liability - review annually
Absence of clerk through illness/extended leave	Service not provided	Medium	Contingency plan involving chairman/members - review annually Regular scrutiny of financial controls and proper arrangements for the approval of expenditure
Council spending on services and goods	Overspend, unlawful expenditure	Low	
Proper compliance with Employment Law	Legal action	Low	Contracts of employment
Inland Revenue and VAT records maintained	Financial and legal penalties	Low	Regular returns made and monitored
Inadequacy of annual precept	Inability to deliver services	Medium	Regular budget monitoring statements
Proper use of S137 expenditure	Overspend outside regulations	Medium	Regular monitoring of expenditure
Distribution of grants	Inequitable or unlawful distribution	Medium	Adherence to legal powers, development of grants policy, regular monitoring of grants expenditure
Meeting consultation timetables	Lack of influence with partners, loss of credibility	Medium	Documented procedures for dealing with consultations
Register of members' interest, gifts and hospitality	Action by Standards Board, public concern	High	Adherence to code of conduct and Standards Board requirements - annual review
Accurate recording of Council business	Confusion, possible legal action	Low	Minute Book numbered and paginated and master copy kept separate
Broughton Play Area	Injury to 3 rd party	High	Annual Independent inspection undertaken, and periodic visual inspections undertaken Regular inspection of paths Disclaimer notices
Broughton Allotments	Injury to 3 rd Party	Medium	Prompt repairs Regular inspections
Bus shelters and seats	injury to 3 rd party`	low	Prompt repairs.

**Review: Annually to see most recent review date please visit
<https://broughtonparishcouncil.co.uk/policies-procedures/>**