

**Cottenham Parish Council
Risk Assessment & Management**

1 Summary

The CPC has a duty to review the risks which may affect its ability to ensure CPC property is maintained properly, that public money is safeguarded and that staff and users of CPC facilities and services are looked after.

These three tables list the specific identified risks to property, money or people, with a calibration on how likely they are to occur and if they occur, the level of impact a failure might have. The risks are controlled by staff/contractor compliance with various procedures and regulations with compliance checked regularly by two or more Councillors from a specific Committee. Financial consequences of a breach are mitigated by insurance or financial contingency reserves.

**Cottenham Parish Council
Risk Assessment & Management**

2 CPC Property & Assets

The CPC must ensure that all our facilities, including Village Hall, Play Grounds, Recreation Grounds, Bowling Green, Football Fields, Cricket Grounds, Tennis Courts and Parks are safe and accessible for all.

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
CPA1	Low/ High	Damage to CPC buildings (VH/CR, LB, LBX, NCR,PA, SP, Shed, Containers, Bus Shelters, Lamps, Pound, War Mem, Monument, Village Sign)	<ul style="list-style-type: none"> • Maintain Asset Register (Clerk) • Ongoing maintenance of all CPC buildings (Clerk/CALF) • Annual inspection of boilers / safety systems (Clerk/Contractor) • Annual inspection of fire equipment (Clerk/Contractor) • Contracts with Users (Clerk) • Use of qualified tradesmen (Clerk) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Health & Safety Policy (FLAC) • Annual review of Asset register and specific risks to each asset (FLAC) • Annual pre-budget review of maintenance plan (CALF) • Annual review of hirer contracts (CALF) • Monthly review of issues / complaints (CPC) 	<ul style="list-style-type: none"> • Buildings Insurance £1720K • VH/CR - £494K • LB - £524K • Shed - £3K • Containers - £4K • NCR - £672K • SP - £76K • Memorial - £67K • Monument - £4K • Pound walls - £34K 	•	
CPA2	Medium/ Medium	Damage to CPC property (Rec Equipment, Play Area Kit, Office Kit, Dog Bins)	<ul style="list-style-type: none"> • Compliance with FR 13 and 14 (Clerk) • Up-to-date Asset Register (Clerk) • Ongoing maintenance of all CPC equipment / signage (Clerk/Contractor) • Appropriate agreements for ad-hoc, event and block bookings (Clerk) • Use of qualified tradesmen (Clerk) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Health & Safety Policy (FLAC) • Annual review of Asset register and specific risks to each asset (FLAC) • Monthly inspection of Play/SP areas (CALF) • Monthly review of issues / complaints (CPC) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Property Insurance £270K • Play Kit - £73K • Office Kit - £3K • Bus Shelters - £13K • Benches - £3K • Dog Bins – £250 • Village Sign - £5K • 	•	
CPA3	Low/Medium	Breach of s106 agreement (Admin)	<ul style="list-style-type: none"> • S106 register identifying ongoing CPC liabilities (Clerk) 	<ul style="list-style-type: none"> • Annual update/review of s106 liabilities and reserves (RFO/FLAC) 	<ul style="list-style-type: none"> • Maintenance • General Reserve 		
CPA4	Medium/Low	Failure of computer-related hardware (Admin)	<ul style="list-style-type: none"> • Anti-virus protection • Clerk/RFO authorised for emergency replacement 	<ul style="list-style-type: none"> • Annual review of provision (FLAC) 	<ul style="list-style-type: none"> • Office Equipment £5K 		
CPA5	Low/Low	Failure of computer software (Admin)	<ul style="list-style-type: none"> • Service Level agreement with local technician 	<ul style="list-style-type: none"> • Annual review of provision (FLAC) 	<ul style="list-style-type: none"> • General Reserve 	<ul style="list-style-type: none"> • No SLA but effective support 	

Page 2

Reviewed March 2019 by FLAC

Revision 27th March 2018

Dated 24th February 2015

Revision approved by FLAC on 27th September 2016

**Cottenham Parish Council
Risk Assessment & Management**

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
CPA6	Low/Medium	Loss of CPC data (Admin)	<ul style="list-style-type: none"> • Password-enabled systems • Passwords change quarterly • Procs for handling confidential data (Clerk) • Encryption of sensitive data • Daily back-ups by both Clerk and RFO 	<ul style="list-style-type: none"> • Annual review of Data Protection registration (FLAC) • Annual review of arrangements (FLAC) • Acceptable Use Policy (FLAC) 	<ul style="list-style-type: none"> • General Reserve 	<ul style="list-style-type: none"> • 	
CPA7	Medium/Medium	Loss of CPC contracts / deeds / records (Admin)	<ul style="list-style-type: none"> • Office / filing cabinet security (Clerk/RFO) • Fire safe for key documents (Clerk) 	<ul style="list-style-type: none"> • Annual review of retention and storage policy (FLAC) 	<ul style="list-style-type: none"> • General Reserve 		
CPA8	Low/Medium	Failure of website (Admin)	<ul style="list-style-type: none"> • Reputable hosting company (Clerk) • Monthly content back-up (Clerk) 	<ul style="list-style-type: none"> • Annual review of arrangements (FLAC) 	<ul style="list-style-type: none"> • General Reserve 		
CPA9	Low/Low	Lost Keys (LB/PO/VH/NCR)	<ul style="list-style-type: none"> • User contracts (Clerk) • Log of key holders (Clerk) 	<ul style="list-style-type: none"> • Quarterly review of issues (CPC) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • Keyholder log to be updated 	
CPA10	Low/Low	Kitchens (VH/NCR)	<ul style="list-style-type: none"> • User contracts (Clerk) • Weekly check for damage (Users) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Quarterly review of issues (CPC) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • 	
CPA11	Low/Low	Floors, lockers, benches etc (LB/VH/CR/NCR)	<ul style="list-style-type: none"> • User contracts (Clerk) • Weekly check for damage (Users) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Quarterly review of issues (CPC) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • 	
CPA12	Low/Low	Heating / Lighting (LB/VH/CR/NCR)	<ul style="list-style-type: none"> • User contracts (Clerk) • Weekly check for function (Users) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Quarterly review of issues (CPC) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • 	
CPA13	Low/High	Fire Appliances	<ul style="list-style-type: none"> • Weekly check for presence (Clerk) • Annual fire inspection (Clerk) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Monthly review of issues / complaints (CPC) 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • 	
CPA14	Low/Medium	First Aid Kits (LB/VH/CR/NCR)	<ul style="list-style-type: none"> • User contracts (Clerk) • Weekly check for presence (Clerk) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Quarterly review of issues (CPC) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • 	
CPA15	Medium/Medium	Sinks/Toilets (LB/VH/CR/NCR)	<ul style="list-style-type: none"> • User contracts (Clerk) • Weekly check for function (Users) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Quarterly review of issues (CPC) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • 	

**Cottenham Parish Council
Risk Assessment & Management**

CPA16	Low/Low	Roller shutters (LB/VH/CR/NCR)	<ul style="list-style-type: none"> • User contracts (Clerk) • Weekly check for function (Users) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Quarterly review of issues (CPC) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Insurance 	<ul style="list-style-type: none"> • Service contract being put in place 	
CPA17	Low/Medium	Loss/misuse of personal data (GDPR)	<ul style="list-style-type: none"> • Purging of unnecessary data • Review of procedures • Councillor and Staff awareness • Information permissions from clients 	<ul style="list-style-type: none"> • Annual review of Data Protection registration (FLAC) • Annual review of arrangements (FLAC) • Acceptable Use Policy (FLAC) 	<ul style="list-style-type: none"> • General Reserve 	<ul style="list-style-type: none"> • Recovery process being reviewed 	

**Cottenham Parish Council
Risk Assessment & Management**

3 Public Money

The CPC has a duty to protect the public purse as the CPC is funded by a tax on its residents.

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
PM1	Low/Medium	Adequacy of precept and financial controls	<ul style="list-style-type: none"> • Compliance with FR3 re Budget-setting by FLAC/CPC • Compliance with FR4 re Financial controls (RFO) 	<ul style="list-style-type: none"> • Monthly bank reconciliation (FLAC) • Quarterly budget v actual reports (RFO/FLAC) • Annual accounts review (CPC) • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 	<ul style="list-style-type: none"> • 	
PM2	Low/Low	Adequacy of accounting & audit	<ul style="list-style-type: none"> • Compliance with FR2 (RFO) 	<ul style="list-style-type: none"> • Quarterly accounts review (RFO/FLAC) • Annual accounts review (RFO/CPC) • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 		
PM3	Low/Medium	Banking arrangements	<ul style="list-style-type: none"> • Compliance with FR6 (RFO) • Dual-key signatures (FLAC2) 	<ul style="list-style-type: none"> • Quarterly reports to FLAC/CPC • Annual internal audit (CPC) • Annual external audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 		
PM4	Medium/Medium	Failure to charge output VAT / recover allowable input VAT	<ul style="list-style-type: none"> • Compliance with FR9 (RFO) • Monthly VAT returns to HMRC • RFO Training in VAT/taxation 	<ul style="list-style-type: none"> • Quarterly review (RFO/FLAC) • Annual internal audit (CPC) • Annual external audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 		
PM5	Low/Medium	Serious loss of income	<ul style="list-style-type: none"> • Compliance with FR9 (RFO) • "Front-loaded" timing of precept payments • Prompt claiming of grants, moneys due (RFO) • Statutory financial reserve of 25% precept 	<ul style="list-style-type: none"> • Reserve set during budgeting (FLAC) • Projected income reviewed quarterly (RFO/FLAC) 	<ul style="list-style-type: none"> • Conservative financial reserve of 50% non-discretionary expense 		
PM6	Low/High	Bank failure	<ul style="list-style-type: none"> • Compliance with FR8 (RFO) • Use of multiple accounts (RFO) • Limited (<25% of assets) exposure to any one Bank or Building Society (RFO) 	<ul style="list-style-type: none"> • Investment Policy (FLAC) • Use of multiple accounts (RFO) • Limited long-term exposure to any one Bank or Building Society (RFO) • Annual internal audit (CPC) 	<ul style="list-style-type: none"> • Annual review of arrangements (FLAC) 	<ul style="list-style-type: none"> • 	

Page 5

Reviewed March 2019 by FLAC

Revision 27th March 2018

Dated 24th February 2015

Revision approved by FLAC on 27th September 2016

**Cottenham Parish Council
Risk Assessment & Management**

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
				<ul style="list-style-type: none"> • Annual external audit (CPC) 			
PM7	Low/Medium	Financial loss through theft or dishonesty	<ul style="list-style-type: none"> • Employee and Member Fidelity guarantee (RFO) • Procedural compliance with Financial Regulations (RFO) 	<ul style="list-style-type: none"> • Checks (FLAC/HR) on Job Applicants • Dual-signature authorisation (FLAC) • Monthly Bank reconciliations by non-signatory (FLAC) • Annual Staff Reviews (FLAC/HR) • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • Fidelity Guarantee £1M • Money Non-negotiable £250K 		
PM8	Medium/Low	Financial commitments outside legal duties and powers	<ul style="list-style-type: none"> • Procedural compliance with legal “duties and powers” (Clerk/RFO at meetings) 	<ul style="list-style-type: none"> • Minutes review (Committee / CPC) • Training of CPC and Officers (Clerk) • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • Review Duties and Powers list (FLAC) • Report all business activities to CPC 		
PM9	Medium/Low	Proper use of funds granted under s137	<ul style="list-style-type: none"> • Compliance with FR16 (RFO) • Procedural compliance with application procedure (RFO) 	<ul style="list-style-type: none"> • Training of CPC and Officers (Clerk) • Internal audit (CPC) • External audit (CPC) 			
PM10	Low/Low	Inadequate control of services contracts	<ul style="list-style-type: none"> • Compliance with FR10 and FR11 (RFO) • Three quotations / estimates according to value etc (Clerk) • Supply verification (RFO) 	<ul style="list-style-type: none"> • Pre-authorisation of commitment by CPC / Committee • Post-supply payment authorisation by CPC • Internal audit (CPC) • External audit (CPC) 			
PM11	Low/Medium	Capital Project over-run	<ul style="list-style-type: none"> • Compliance with FR10 and FR11 (RFO) • Procedural compliance with Financial Regulations • Technical Compliance with JCT Contracts • Behavioural compliance by use of qualified Contract Administrator 	<ul style="list-style-type: none"> • Project oversight by CALF/FLAC WG and CPC 	<ul style="list-style-type: none"> • Commercial Legal Protection £100K 		
PM12	Low/Low	Inadequate control of annually-negotiated contracts	<ul style="list-style-type: none"> • Compliance with FR10 and FR11 (RFO) • Three quotations / estimates according to value etc 	<ul style="list-style-type: none"> • Pre-authorisation of commitment by CPC Committee • Supply verification by Clerk 	<ul style="list-style-type: none"> • General Reserve 		

**Cottenham Parish Council
Risk Assessment & Management**

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
				<ul style="list-style-type: none"> • Post-supply payment authorisation by CPC • Internal audit (CPC) • External audit (CPC) • 			
PM13	Low/Low	Inadequate control of non-capital procurements below £500	<ul style="list-style-type: none"> • Compliance with FR10 and FR11 (RFO) • Three estimates according to value etc (Clerk) 	<ul style="list-style-type: none"> • Pre-authorisation of commitment by CPC / Committee within delegated budget • Supply verification by Clerk • Post-supply payment authorisation by CPC • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 		
PM14	Low/Low	Inadequate control of emergency procurements below £3,000	<ul style="list-style-type: none"> • Compliance with FR4.5 (Clerk) • Emergency agreed (Clerk/Chair) 	<ul style="list-style-type: none"> • Pre-authorisation of commitment by Clerk • Supply verification by RFO • Post-supply payment authorisation by CPC • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 		
PM15	Low/Low	Inadequate control of non-capital procurements between £500 and £3,000	<ul style="list-style-type: none"> • Compliance with FR10 and FR11 (RFO) • Three quotations / estimates for review by Committee (Clerk) 	<ul style="list-style-type: none"> • Pre-authorisation of commitment by CPC Committee within delegated budget • Supply verification by Clerk • Post-supply payment authorisation by CPC • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 		
PM15	Low/Low	Inadequate control of procurements between £3,000 and £25,000	<ul style="list-style-type: none"> • Compliance with FR10 and FR11 (RFO) • Three quotations for review by Council (Clerk) 	<ul style="list-style-type: none"> • Pre-authorisation of commitment by CPC on Committee report endorsed by FLAC • Supply verification by Clerk • Post-supply payment authorisation by CPC 	<ul style="list-style-type: none"> • General Reserve 		

**Cottenham Parish Council
Risk Assessment & Management**

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
				<ul style="list-style-type: none"> • Internal audit (CPC) • External audit (CPC) 			
PM16	Low/Low	Inadequate control of non-capital procurements above £25,000	<ul style="list-style-type: none"> • Compliance with FR10 and FR11 (RFO) • Formal tender process involving advertising for expressions of interest and sealed bids and tender report (Clerk/FLA) 	<ul style="list-style-type: none"> • Pre-authorisation of commitment by CPC on Committee report endorsed by FLAC • Supply verification by Clerk/FLAC • Post-supply payment authorisation by CPC • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 		
PM17	Low/Low	Loss of cash in premises or in transit	<ul style="list-style-type: none"> • Compliance with FR9 (RFO) • Procedural compliance with Financial Regulations 	<ul style="list-style-type: none"> • Annual review of arrangements (FLAC) • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • Negotiable Money – Premises £1K • Negotiable Money – Any Other Loss £1K 		
PM18	Low/Low	Compliance with borrowing legislation	<ul style="list-style-type: none"> • Compliance with FR8 (RFO) • Procedural compliance with SOs and FRs 	<ul style="list-style-type: none"> • CPC approval with cross-check by NALC/CAPALC • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • Check SOs / FRs (RFO / CPC) 		
PM19	Low/Medium	Compliance with risk and insurance requirements	<ul style="list-style-type: none"> • Compliance with FR15 /17 (RFO/FLAC) 	<ul style="list-style-type: none"> • Annual review of risks insurances/reserves (FLAC) • Internal audit (CPC) • External audit (CPC) 	<ul style="list-style-type: none"> • General Reserve 		
PM20	Low/Medium	Insurer failure	<ul style="list-style-type: none"> • Use of UK FCA/PRA-regulated insurers (RFO) 	<ul style="list-style-type: none"> • Annual review of arrangements (FLAC) 	<ul style="list-style-type: none"> • Reserve >25% precept 		

**Cottenham Parish Council
Risk Assessment & Management**

4 Staff, Contractors and the Public

The CPC has a duty of care to staff and users of CPC property and assets.

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
SCP1	Low/High	Injury to individuals arising from service delivery and/or facility hire	<ul style="list-style-type: none"> • Daily check on safe storage of chemicals (Users / Contractor) • Regular inspection and maintenance of all CPC buildings, equipment and signage (Clerk) • PAT Testing of portable electrical appliances (Clerk) • Ongoing maintenance of all CPC buildings (Clerk) • Annual inspection of boilers / safety systems (Clerk) • Annual inspection of fire equipment (Clerk) • Use of qualified tradesmen (Clerk) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Health & Safety Policy (FLAC) • Annual review of maintenance plan (CALF) • Monthly inspection of Play areas (CALF) • Monthly review of issues / complaints (Clerk/CPC) 	<ul style="list-style-type: none"> • Public Liability Insurance £10M 		
SCP2	Low/High	Damage to 3 rd Party property as a result of service delivery	<ul style="list-style-type: none"> • Regular inspection and maintenance of all CPC buildings, equipment and signage (Clerk) • PAT Testing of portable electrical appliances (Clerk) • Up-to-date Asset Register (Clerk) • Ongoing maintenance of all CPC buildings (Clerk) • Annual inspection of boilers / safety systems (Clerk) • Annual inspection of fire equipment (Clerk) • Use of qualified tradesmen (Clerk) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Health & Safety Policy (FLAC) • Annual review of Asset register and specific risks to each asset (FLAC) • Annual review of maintenance plan (CALF) • Monthly review of issues / complaints (Clerk/CPC) 	<ul style="list-style-type: none"> • Public Liability Insurance £10M 		

**Cottenham Parish Council
Risk Assessment & Management**

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
SCP3	Low/High	Damage to 3 rd Party property as a result of facility hire	<ul style="list-style-type: none"> • Regular inspection and maintenance of all CPC buildings, equipment and signage (Clerk) • PAT Testing of portable electrical appliances (Clerk) • Annual inspection of boilers / safety systems (Clerk) • Annual inspection of fire equipment (Clerk) • Use of qualified tradesmen (Clerk) • Log of issues / complaints (Clerk) • Contracts with Users (Clerk) 	<ul style="list-style-type: none"> • Health & Safety Policy (FLAC) • Annual review of Asset register and specific risks to each asset (FLAC) • Annual review of maintenance plan (CALF) • Monthly review of issues / complaints (CPC) • Monthly inspection of Play areas (CALF) • Annual review of hirer contracts (CALF) 	<ul style="list-style-type: none"> • Hirers' Liability £5M 		
SCP4	Low/Low	Failure to ensure timely and accurate reporting of CPC business in minutes	<ul style="list-style-type: none"> • Minutes properly numbered with master copy in safe keeping (Clerk) • Draft minutes published per ToRs (Clerk) 	<ul style="list-style-type: none"> • Minutes approved/signed at next meeting (CPC) • Internal audit (CPC) 			
SCP5	Medium/Medium	Failure to respond to consultations, including planning applications	<ul style="list-style-type: none"> • Consultation documents presented at next available Committee/CPC meeting • Agreed response minuted (Clerk) • Measures to minimise risk of non-quate meetings (Clerk) 	<ul style="list-style-type: none"> • Formal apologies tracked (Councillors) • Responses reported to CPC and minuted (CPC) 			
SCP6	Low/Low	Failure to respond to elector's rights of document inspection	<ul style="list-style-type: none"> • Agendas, reports, minutes published per ToRs on NBs, website, in library etc. (Clerk) • End of Year accounts rights inspection notified (RFO) • Freedom of Information policy (Clerk) 	<ul style="list-style-type: none"> • Ad-hoc Councillor inspection of library, NBs, website etc. (CPC) 			
SCP7	Low/Low	Failure to deliver CPC-supplied services	<ul style="list-style-type: none"> • Compliance of contract awards in line with SOs/FRs (RFO) 	<ul style="list-style-type: none"> • FLAC/CPC oversee all contracts • Review insurances before contract award (RFO) 			

**Cottenham Parish Council
Risk Assessment & Management**

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
			<ul style="list-style-type: none"> • Ensure Contractors have adequate insurances and operate within H&S policy (Clerk/RFO) 	<ul style="list-style-type: none"> • Remind contractors of H&S obligations (Clerk) • Review SOs/FRs annually for legal compliance (FLAC) 			
SCP8	Low/High	Personal accident / assault to Councillors or Officers	<ul style="list-style-type: none"> • Procedural compliance with Health & Safety Policy (Clerk) • Contracts and Job Descriptions supported by provision of adequate training (Clerk) • Annual check on insurance cover (RFO) 	<ul style="list-style-type: none"> • Provide effective training for all Councillors and Officers (Clerk) • Annual check on insurance cover (FLAC) 	<ul style="list-style-type: none"> • Employer's Liability Insurance £10M • Increased Cost of Working £10K 		
SCP9	Medium/Medium	Breach of employment law	<ul style="list-style-type: none"> • Compliance with FR7 (RFO) • Procedural compliance with Employment Law (Clerk) • Procedural compliance with HMRC regulations (RFO) • Procedural compliance with Health & Safety regulations (Clerk) • Provide effective training for all Councillors and Officers (Clerk) 	<ul style="list-style-type: none"> • Monitor Training Provision (Standards / Personnel) 			
SCP10	Low/Medium	Complaints against CPC or Officers	<ul style="list-style-type: none"> • Procedural compliance with Standing Orders and Committee Terms of Reference (Clerk/RFO) • Prompt publication of Agendas, Reports and Minutes (Clerk/RFO) 	<ul style="list-style-type: none"> • Proper conduct of CPC and Committee meetings (Chairs / Standards) • Complaints Handling Procedure (Standards) 	<ul style="list-style-type: none"> • Officers Indemnity £500K • Libel and Slander £250K 		
SCP11	Low/Medium	Complaints against Councillor	<ul style="list-style-type: none"> • Procedural compliance with Code of Conduct (Councillors) 	<ul style="list-style-type: none"> • Complaints Handling Procedure (Clerk / Standards) 			
SCP12	Medium/Low	Loss of Client Contracts	<ul style="list-style-type: none"> • Maintain facilities and services (Clerk) • Monitor finances (RFO) 	<ul style="list-style-type: none"> • 3-year forecast by CALF • Annual review by CALF/FLAC 	<ul style="list-style-type: none"> • Reserve >25%precept 		
SCP13	Low/High	Fire Appliances	<ul style="list-style-type: none"> • Weekly check for presence (Clerk) • Annual fire inspection (Clerk) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Monthly review of issues / complaints (CPC) 			
SCP14	Low/Low	Cleanliness and tidiness of premises	<ul style="list-style-type: none"> • Cleaning Contractors – daily/weekly clean / tidy-up • Cleaning contractors – annual deep clean 	<ul style="list-style-type: none"> • Monthly review of issues / complaints (CPC) 			

**Cottenham Parish Council
Risk Assessment & Management**

Risk	Risk Level/Impact	Risk Description	Control Measures	CPC Checks	Insurance / Reserve	Deficiency	Next Review
			<ul style="list-style-type: none"> • Hirers “leave as found + “duty of care” • Users “leave as found” Log of issues / complaints (Clerk) • Weekly check (Clerk) • Log of issues / complaints (Clerk) 				
SCP14	Low/Low	Pressure / temperature of shower facilities	<ul style="list-style-type: none"> • Weekly check (Users) • Monthly check/log (Contractor) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Monthly review of issues / complaints (CPC) 			
SCP15	Low/Medium	First Aid Kits	<ul style="list-style-type: none"> • Weekly check for damage (Users) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Monthly review of issues / complaints (CPC) 			
SCP16	Low/High	H&S Notices, Emergency Phone numbers	<ul style="list-style-type: none"> • Weekly check for presence (Clerk) • Log of issues / complaints (Clerk) 	<ul style="list-style-type: none"> • Monthly review of issues / complaints (CPC) 			
SCP17	Low/High	Flood from Council-owned Ditches and ponds	<ul style="list-style-type: none"> • Log of Council-owned ditches and ponds • Maintenance programme 	<ul style="list-style-type: none"> • Annual (pre-winter) review of condition log 	PLI		
SCP18	Low/High	Injury caused by Council-owned trees	<ul style="list-style-type: none"> • Log of Council-owned trees • Annual check of condition 	<ul style="list-style-type: none"> • Independent review of tree state • Annual (pre-winter) review of condition log 	PLI		

Cottenham Parish Council, Right Side Entrance, 250a High Street, Cottenham, Cambridge CB24 8RZ. Tel: 07503 328401. Email: Clerk@cottenhampc.org.uk

Page 12

Reviewed March 2019 by FLAC

Revision 27th March 2018

Dated 24th February 2015

Revision approved by FLAC on 27th September 2016

**Cottenham Parish Council
Risk Assessment & Management**