

AIM	IDENTIFIED RISK	Person Responsible	Review Done and OK
<p>Section G</p> <p>To ensure that year end accounts are prepared on the correct accounting basis.</p>	<ol style="list-style-type: none"> 1. Lack of knowledge of Council procedures and regulations. 2. Late or non – submission of accounts. 3. Inadequate audit trail from records to final accounts. 	<ol style="list-style-type: none"> 1.RFO 2. RFO 3. RFO 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Section H</p> <p>To carry out adequate safety checks on the playing field and all equipment that the Council is responsible for.</p>	<ol style="list-style-type: none"> 1. Lack of knowledge of safety requirements. 2. Lack of commitment to carry out safety checks. 3. Lack of awareness of health and safety issues 4. Failure to undertake safety checks on playing field and play areas. 5. Check trees for over hanging branches 	<ol style="list-style-type: none"> 1. Chair, All and RFO 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Section I</p> <p>Comply with staff employment legislation.</p>	<ol style="list-style-type: none"> 1. Ensure that the Clerk has a written contract and detailed job description 	<ol style="list-style-type: none"> 1. Chair 	<p>Yes</p>

KEY to responsibilities:

Chair – Cllr. Christina Lees,

RFO – Clerk