

## LITCHBOROUGH PARISH COUNCIL: RISK ASSESSMENT

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
<b>Assets</b>	Protection of physical assets	M	All assets bar VAS unit insured purely for Public Liability. VAS unit insured for theft & damage.
	Health and Safety	M	The street lights are insured for 3 <sup>rd</sup> party. In addition, the streetlights are covered by a maintenance contract with E.on which includes a check on the electrical and structural integrity. The VAS unit is also insured for 3 <sup>rd</sup> party & is dismantled, moved and erected by a Councillor trained by the NCC Highways Team.
	Security of buildings, equipment etc		It is not feasible to secure the War Memorial but it is in plain sight.
	Maintenance of buildings etc	M	The War Memorial has been renovated to a standard to last at least until 2034.
<b>Finance</b>	Banking	M	Accounts kept in Unity Bank + Cambridge Building Society. No petty cash kept
	Risk of consequential loss of income	M	Insurance cover. Sum insured
	Loss of cash through theft or dishonesty	L	No cash kept
	Financial controls and records	M	Reconciliation prepared by Clerk internal Controls Cllr checks finance documents. Two signatories on cheques. Internal and external audit carried out on regular basis.
	Comply with Customs and Excise Regulations	M	VAT payments and claims completed as appropriate minimum annual basis. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Parish Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council minimum twice a year.
	Complying with borrowing restrictions	L	No new borrowing likely at present

<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments of individual situations carried out
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park)	M	War Memorial covered by standard Parish Council insurance for Public Liability.
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of Northants CALC. Clerk is member of SLCC.
	Comply with Inland Revenue requirements	M	Council is now registered as an employer with HMRC and for PAYE Regular advice from IR . Internal and external auditor carry out annual checks. Payroll and interaction with hmrc is handled by experienced external provider.
	Safety of Staff and visitors	M	Home office H&S assessed.
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary from NCALC or SLCC.
	Proper and timely reporting via the Minutes	M	Council meets bi monthly and receives and approves Minutes of meetings. Minutes are made available to press and public on web site
	Proper document control (retention policy in place)	M	Past documents kept at County Record Office. Documents backed by external hard drive not stored with computer
<b>Councillors propriety</b>	Registers of Interests and gifts and hospitality in place	M	Register of interest completed.
<b>Business continuity</b>	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	Short term absence of Clerk is covered by deputising. Loss or long term incapacity of Clerk would be covered by Councillors and / or appointment of a Locum
	Precept and / or other income not received	L	Council carries reserves of approx 50% of annual precept
	Loss of documents and / or data	M	Electronic data is held in at least three places (external hard drive, Google server and on computer)