**Langsett Parish Council Risk Assessment**

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although risks cannot be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk is something that will affect the ability of the Council to achieve its objectives and meet its duties. Risk management is the process by which these risks are identified, evaluated and controlled. This document will be reviewed annually.

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| **Subject** | **Risk** | **Level of Risk** | **Management/Control of Risk**  | **Actions/Review** |
| Council Records - Paper | Loss through theft, fire or damage. | L | All archive material, working documents, and historical minutes and accounts kept by clerk in home office. | Loss would not affect the council achieving its objectives but would be a historical loss to the community.  |
| Council Records - Electronic | Loss through theft, fire or damage. | M | Electronic documents are backed up onto two separate USB sticks each month by the clerk, and stored securely, one kept by the Clerk and one by the Chairman.Pertinent documents are shared regularly with Cllrs and online to ensure they’re accessible and available in more than one place. | Monthly back-up. |
| Financial planning | Adequacy of precept | M  | Annual budget is set ensuring a sufficient precept to allow the council to achieve its objectives. Expenditure is reported monthly and the full budget is set in January, based on past expenditure and the councils objectives. | Review expenditure against budget bi-annually. |
| Financial controls | Inadequate banking checks and financial controls Loss through theft Timely collection of income due. | L  | The Council has Financial Regulations and a Financial Risk assessment which set out the requirements for budgets, banking, cheques and reconciliation of accounts. This includes all income being paid into the bank. There is no petty cash. Accounts and budgeting are audited internally and externally annually.  | Review Financial Regulations and financial risk assessment annually. Keep bank mandate up to date. |
| Election Costs | Costs when a full election takes place | M  | There are funds available in the deposit account to go towards this, however there are no measures available to minimise the risk of having a contested election.  | Current procedures adequate. |
| **Subject** | **Risk** | **Level of Risk** | **Management/Control of Risk**  | **Actions/Review** |
| Assets | Loss or damage | L  | An asset register is maintained and insurance is held at the appropriate level for all items. Regular checks carried out on all assets.  | Current procedures adequate. |
| Clerk  | Loss of clerk Fraud  | M L  | Key information and documents regularly shared with all Cllrs and key documents are posted online. Ensure fidelity guarantee insurance adhered to.  | Current procedures adequate. |
| Councillors | Loss of Councillor | L | Legal process to follow when a Councillor vacancy arises. This either leads to a by-election or co-option. | Current procedures adequate. |
| Member interests  | Failing to disclose interests  | L  | Members are required to disclose interests at the meeting and declare these on the interests form, as per regulations - failure to do so can result in a fine.  | Members responsible for updating the register and declaring interests.  |
| Actions undertaken  | Ensuring decisions and actions are legal  | L  | Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to check legality of decision if council is unsure.  | Maintain YLCA membership.  |
| Health and safety  | Council activities Liability  | L  | Meetings held in Langsett Barn which is considered adequate, with caretaking holding key. Risk assessments to be carried out for any new activities and events, as per the council’s Financial Regulations. Public liability insurance is held. Council to ensure any activities undertaken are covered by insurance.  | Ensure risk assessments carried out for new activities. |

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|  \*Risk is assessed based on likelihood and impact. |  |  |   |  |