



## COUNCIL RISK MANAGEMENT RECORD MAY 2019

Risk Area	Risk Identified	Level of risk H/M/L	Management of Risk	Action required	Review date (due)
<b>Section One: Areas where there may be scope to use insurance to help manage risk</b>					
Property and contents owned by the council	Loss or damage	M	An up to date register of assets and investments in place-itemised and insured. Insurance level reviewed annually.	None	May 2020
Damage to third party property or individuals	Public liability	H	Insurance cover reviewed annually.	None	May 2020
Consequential loss of income or the need to provide essential services following critical damage, loss or nonperformance by a third party	Public liability	H	Insurance cover reviewed annually.	None	May 2020
Loss of cash through theft or dishonesty	Fidelity guarantee	M	Insurance level £100,000.	None	May 2020
Legal liability as a consequence of asset ownership	Public liability	M	Insurance cover reviewed annually.	None	May 2020

Risk Area	Risk Identified	Level of risk H/M/L	Management of Risk	Action required	Review date (due)
<b>Section Two - Working with others to help to manage Risk</b>					
Security for vulnerable buildings, amenities or equipment.	Office equipment in clerk's home.	H	Home insured & equipment kept securely.	Maintain insurance and vigilance.	May 2020
The provision of services being carried out under agency / partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	L	Standing orders and financial regulations revised annually	None	May 2020
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	L	Standing orders and financial regulations revised annually. Finance approved by full council. Bank statements checked by Chairman.	None	May 2020
Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	L	Standing orders and financial regulations revised annually. Public liability insurance £10M	None	May 2020
Vehicle or equipment lease or hire		N/A	N/A	N/A.	N/A
Trading units	External contractors for maintenance	N/A	N/A	N/A	N/A
Professional services (architects, accountancy, design, etc.)	Standing orders and Financial regulations deal with the awarding of contracts	L	Standing orders and financial regulations revised annually.	None	May 2020

Risk Area	Risk Identified	Level of risk H/M/L	Management of Risk	Action required	Review date(due)
<b>Section Three - Self Managed Risk</b>					
Proper financial records	In accordance with statutory requirements	L	Standing orders and financial regulations revised annually. 'governance & accountability' guidance followed. Records reviewed by Council.	None	May 2020
Business activities	Ensuring that they are within the legal powers of councils. Ensuring that they can continue in absence of clerk or chairman	L	Standing orders and financial regulations revised annually. Continuation of business policy in place and reviewed.	None	May 2020
Employment law and Inland Revenue regulations	Ensuring that requirements are met	L	Standing orders revised annually. Current HMRC and employment guidance followed. Employment contracts reviewed annually. Salaries reviewed annually	None	May 2020
VAT	Ensuring that requirements are met under HMRC regulations	L	Standing orders and financial regulations revised annually. Current HMRC guidance and 'governance & accountability' guidance followed. Claim submitted at least annually.	None	May 2020
Annual precept	Ensuring adequacy within sound budgeting arrangements	L	Standing orders and financial regulations revised annually. 'Governance & accountability' guidance followed. Precept reviewed annually against budget.	None	May 2020
Monitoring performance	Monitoring outcomes and costs of all activities. Reviewing activities at Council. Constantly reviewing finance levels.	L	Action points on minutes all followed-up. Bank reconciliation at each Council meeting. Budget kept under review.	Reviews to be undertaken regularly	May 2020

Risk Area	Risk Identified	Level of risk H/M/L	Management of Risk	Action required	Risk Area
Grants	Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	L	Standing orders and financial regulations revised annually 'governance & accountability' guidance followed. Grant policy in place. All grants minuted and S137 shown separately.	None	May 2020
Council Minutes	Proper, timely and accurate reporting of council business in the minutes	L	Draft minutes checked by members and final minutes agreed at council meeting. Minutes circulated 7-14 days before next meeting. Minutes available on website.	None	May 2020
Rights of inspection		L	Notice of Audit displayed for appropriate times on notice-boards Freedom of information policy in place.	None	May 2020
Quality parish status	Meeting the requirements for Quality parish status or other accreditation	L	Guidance with council	None unless clerk applies for CiLCA	Review date May 2020
Document control	Proper systems	L	Policy in place and reviewed	None	May 2020
Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up to date	L	Register in place. Copies with monitoring officer at NFDC. Reviewed annually	None	May 2020

Adoption date	May 2016
Review Date 1	May 2017
Review Date 2	May 2018
Review Date 3	May 2019
Review Date 4 (due)	May 2020
Review Date 5	
Review Date 6	