

NLPC Risk Assessment: July 2021

Responsibility of North Luffenham Parish Council: To provide services for, and manage and maintain the assets of, the Parish of North Luffenham, within and other incomes, taking into account the wishes of the residents and the need to obtain value for money.

Financial and Management			
Subject	Risk(s) Identified	2021	Management/Control of Risk
Precept	Adequacy of precept		At the Finance Committee meeting, information is provided on existing receipts and payments position, together with projected outturn position at year end. The Committee makes a recommendation to Parish Council based on this information.
	Adequacy of reserves		At the Finance Committee meeting/precept meeting details are reported of general reserves and committed reserves.
	Receipt of precept		Received in one instalment from RCC. Receipt of income reported to Council.
Financial Records	Adequacy of Records		Standing Orders set out arrangements for accounts, financial transactions etc. Internal Auditor inspects records.
Banking	Banking Process		The Council has agreed that cheques must be signed by two designated signatories. Income is banked as soon as possible after receipt. Bank statements are checked regularly for accuracy.
Cash	Loss through theft or dishonesty		Fidelity Guarantee insurance held.

Reporting and auditing	Information/communication		At each meeting details of all income and expenditure are reported to Council.
Financial Assistance	PC's Power to pay		Authority to pay is recorded in Council Minutes, either via specific minutes or under details of expenditure.
Salaries and associated costs	Incorrect payment		The Council authorises the appointment of all employees at a recognised salary rate. Salary calculations are based on band comparison information. Payments are agreed by Chair and checked by the Internal Auditor.

Subject	Risk(s) Identified		
Members/Clerk Allowances	Incorrect payment		Recognised rates applied. Payments are checked by the Internal Auditor.
Election Cost VAT	Risk of Election cost		Risk higher in election year. Estimated election costs for contested/uncontested election to be obtained when an election is due. There are no measures which can be taken to minimise the risk of having a contested election as this is part of the democratic process. VAT is reclaimed on at least an annual basis in arrears. Repayments are reported as income to Council. Internal Auditor checks VAT claims.
	Reclaiming of VAT		
Conduct of Council Business	Minutes, Agendas, Notices		Processes for the holding of Council meetings and preparation of agendas and minutes are in accordance with the legal requirements.
Members Interests	Conflict of Interest		Appropriate interests to be declared at meetings.
	Register of Interests		To be reviewed/updated as changes occur and formally reviewed annually.
Insurance	Fidelity Guarantee		Annual review of needs when renewing insurance policy and at other times as circumstances dictate. Employers and Employee liability insurance is a statutory requirement.

Assets

Subject	Risk(s) Identified		Management/Control of Risk
Assets	Loss or damage/risk/damage to third parties or to property		An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by members of the council.
Maintenance	Poor performance of assets or amenities.		All assets are owned by the Parish Council are regularly reviewed and maintained.
	Loss of income or performance		All repairs and relevant expenditure for these repairs are authorised in accordance with Parish council procedures.
	Risk to third parties		All assets are insured annually and regularly inspected
Notice boards	Risk / damage/ injury to third parties road side safety		Parish Council has three notice boards. Each is regularly visited by the clerk who holds the keys. Adequate insurance is maintained
Street furniture	Risk / damage/ injury to third parties road side safety		No formal inspection process is in place members of the public and councillors report issues to the clerk which are then dealt with. Adequate insurance is maintained.
Community Centre	Damage by fire, flooding. Accidental damage. Theft. Injury to users		The buidings are owned and the structure maintained by Rutland County Council. The Community Centre Commitee to review risk on an annual basis. Buildings and contents insurance. Third party liability insurance. Maintainance of fire and intruder alarms. Risk analysis for legionella. Annual electrical safety check. Hire of facilities document to reduce the risk of damage to the building or contents.

KEY - RISK SCORE GUIDE

Low Risk - review annually	Low	
Medium Risk - review quarterly	Medium	
High Risk - review at each meeting	High	

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Note:

TRANSFER

TOLERATE

TREAT

TERMINATE

Explanation of the Responses to Risk outlined in the Risk Register

This may be done by conventional insurance or by paying a third party to take the risk in ano

Exposure to risk may be tolerable without any further action. Alternatively, it may not be possi

This may not obviate the risk - it is more likely that the aim will be to contain it to an acceptab

This response is used when the only way to contain a risk to acceptable levels is to discontin

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An alternative approach to Review / Assess / Revise

the resources provided by the annual precept

Review/Assess/Revise
Existing procedure adequate. Kept under continual review
Existing procedure adequate.
Existing procedure adequate.
Review annually.
Existing procedures adequate.
Review insurance cover annually.

Existing procedure adequate

Existing appointment and payment system is adequate.

Existing procedure is adequate.
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Existing procedure is adequate.
Responsibility of individual Members to advise Clerk of any changes that require updating of register.
Existing procedure is adequate. Review insurance provision annually.

Review/Assess/Revise
Existing procedure is adequate.
Existing procedure is adequate.
Existing procedure is adequate.
Existing procedure is adequate.
Review
Review
Review

ther way
ible to do anything without disproportionate cost
le level
ue the activity that gives rise to the risk