

**LOWER WASHBURN PARISH COUNCIL
RISK ASSESSMENT – 2015/16**

****Approved at the parish meeting on the 10 March 2016**

Subject	Risk	Control of Risk	Provision taken
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance.	All current files are paper based and kept at the Clerk's home.	Ensure files are suitably stored and review on a yearly basis.
Meeting locations	Adequacy Health and Safety	Meetings are held at Leathley Village Hall which is hired for the duration of the meeting. The Parish Hall representative and one of the Parish Councillors are keyholders. The premises and facilities are considered to be adequate for the Council, Clerk and any Public who attend from a health, safety and comfort aspect.	Existing procedure is adequate.
Council Records	Loss through theft, fire or damage	Current Minute Book and Ledger are kept at the Clerk's home.	Damage or theft is unlikely and therefore provision is adequate.
Council Records	Loss through damage, fire, corruption of computer	There is nothing irreplaceable or confidential on the Clerk's computer and the files are paper based.	Existing procedure is adequate.
Precept	Adequacy	The precept is an Agenda item at the November Meeting of the Council, when it carefully reviews its budget.	Existing procedure adequate.
Insurance	Adequacy Expense	An annual review in conjunction with the Insurance company is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate. Review provision and compliance annually.

Cash	Loss through theft or dishonesty	The Clerk holds an imprest account which is fully receipted and details of expenditure are reported to the next Council meeting. It is paid by cheque to the Clerk six times a year at Council Meetings.	Existing procedure is adequate.
Financial Controls and Records	Inadequate checks	A mandate for signing cheques is lodged with the Barclays bank. Any four council members may sign a cheque. All payments by cheque are resolved at a Meeting of the Council and clearly minuted. The amounts appear on Bank Statements and the cheque book stubs are secure.	Existing procedure is adequate.
Freedom of Information Act	Inadequate knowledge	The Clerk is aware that if a request arrives and much additional work is involved, a fee may be requested.	Monitor and report any impacts made under the Freedom of Information Act.
Clerk	Fraud	The requirements of Fidelity Guarantee insurance must be adhered to by the Clerk.	Annual review of Insurance Policy
Employer Liability	Non-compliance with employment law	Seek advice from Borough Council.	Existing procedures adequate
Election Costs	Insufficient funds	These are normally met by Harrogate BC	
Annual Return	Not submitted within time limits	The Annual Return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing and then checked and sent on to the External Auditor within the time limit.	Existing procedures adequate
Minutes, Agendas, Statutory documents	Non-compliance with statutory requirements	Minutes and Agendas adhere to legal requirements. Business conducted at Council Meetings should be managed by the Chair or vice chair.	Existing procedures adequate Members to adhere to the Code of Conduct.

Members interests	Conflict of interest	Councillors have a duty to declare any interest before the relevant Agenda item.	Existing procedures adequate – the Register of Members Interests to be reviewed annually.
Parish caretaker	Risks when working on the highway, using power tools and various chemicals.	When appointing the parish caretaker (who is self employed) the Councillors verified that he had the necessary training and experience to fully carry out the duties expected of him.	Existing procedures adequate.
Public seating provided by the parish, village pump, stocks and telephone kiosk.	Deterioration, accidental damage/vandalism	An annual inspection to be undertaken by the Parish caretaker and any maintenance or repairs to be carried out as necessary. Any reports of damage etc to be checked and repaired where necessary.	Considered to be adequate,