**EDLINGHAM PARISH COUNCIL**

**RISK ASSESSMENT AND MANAGEMENT 2021/22**

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| **Area** | **Risk** | **Level** | **Control (and agreed improvements)** |
| **Assets** | Protection of physical assets | **L** | Parish Council noticeboard inspected on a regular basis. |
|  | Security of buildings, equipment etc | **L** | No buildings owned by the Council. |
|  | Maintenance of buildings, equipment etc | **M** | No buildings owned by the Parish Council. |
| **Finance** | Banking | **M** | Normally less than £2500 held at any one time. No bank charges and no interest earned |
|  | Risk of consequential loss of income | **L** | No income apart from precept and reclaimable VAT except when grants achieved which are ring-fenced for specific purposes |
|  | Loss of cash through theft or dishonesty | **L** | Normally no cash handled. All petty cash purchases made by clerk and reclaimed in arrears, backed by relevant receipts. Employee Dishonesty cover up to £50,000 |
|  | Financial controls and records | **L** | Financial Regulations in place. All financial transactions reported by clerk to relevant quarterly meeting and agreement obtained for payments. Two signatures from three signatories on cheques. Internal and external audit. |
|  | Comply with Customs and Excise Regulations | **L** | VAT payments and claims calculated by Clerk. Open to inspection by members. Internal and external auditor to provide double check. |
|  | Sound budgeting to underlie annual precept | **L** | Council receives detailed budget analysis in November with next year prediction. Precept determined directly from this. |
|  | Complying with borrowing restrictions | **L** | No new borrowing likely at present |

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| **Liability** | Risk to third party, property or individuals | | **M** | | Public Liability Insurance in place. Existing cover up to £5m |
|  | Legal liability as consequence of asset ownership | | **M** | | Public Liability Insurance in place. Existing cover up to £5m |
|  | Libel and Slander | | **M** | | Members and clerk – cover up to £250,000 |
|  | Officials Indemnity | | **M** | | Cover for members and clerk for any negligent act, accidental error or omission committed – standard cover up to £50,000 |
| **Employer Liability** | Comply with Employment law | | **L** | | Advice sought from National Association of Local Councils (NALC) when required |
|  | Comply with Inland Revenue requirements | | **L** | | PAYE system run, Clerk being paid bi-monthly. |
|  | Safety of staff and visitors | | **M** | | Parish Council ‘office’ at Clerk’s home. No member of the public has visited this facility |
| **Legal Liability** | Ensuring activities are within legal power | | **H** | | Clerk clarifies legal position on any new proposal. Legal advice sought when necessary from Northumberland County Council or NALC |
|  | Proper and timely reporting via the Minutes | | **M** | | Council meets bi-monthly and receives and approves Minutes of meetings held in interim. Minutes made available to the public. |
|  | Proper document control | | **M** | | Leases and legal documents (if any) in Clerk’s home. Key documents should be stored at bank or solicitors. Compliance with the Data Protection Act, Freedom of Information Act |
| **Members Conduct** | Register of Interests and gifts and hospitality in place | | **M** | | Register of interest completed. Members to declare any gifts or hospitality (over £25 in value) as and when received |
| **Covid-19 Pandemic** | | Transmission of infection | | M | Electronic Parish Council meetings currently being held. Once physical meetings commence, government guidelines on social distancing/cleansing and meeting room requirements to be adhered to. Current social distancing guidelines to be followed in the event of urgent business that requires a physical meeting, ie. damage to a PC asset/items that require Parish Cllr signatures. | |