



**NORTH LEVERTON WITH HABLESTHORPE PARISH COUNCIL
RISK ASSESSMENT SCHEDULE**

'Risk' is here defined as the threat that an event or action will adversely affect the council's ability to achieve its objectives or enact its strategies.

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

North Leverton with Hablesthorpe Parish Council takes its responsibilities to staff and to the management of public property and finance seriously and will carry out a review of risks annually.

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 some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council unable to continue its business due to an unexpected or tragic circumstance	L	There are no life critical services provided Common sense used to determine appropriate action Contact Notts ALC and/or Bassetlaw District Council for advice.	Review when necessary
Meeting location	Adequacy Health and Safety Accessibility	L	Meetings are held at the Methodist Chapel in North Leverton. Two Parish Councillors have access to keys. The premises and facilities are considered to be adequate for the Clerk, Councillors and public that attend from a health & safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire, damage	L	Current papers are held in an office and archived papers in a separate room, both at the clerk's home.	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the Parish Council laptop. Back-ups of the files are taken regularly and passed to the Chair. Archived documents are deposited with Nottinghamshire archive office regularly.	Existing procedure adequate. Review when necessary



FINANCE				
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept setting. The Parish Council receives quarterly budget update information and detailed budgets in the late autumn. The precept is an agenda item at the January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place ahead or renewal. Asset register updated when required. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has Financial Regulations in place which set out the requirements for banking, cheques and reconciliation of accounts	Existing procedure adequate Review Financial Regulations annually
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float.	Existing procedure adequate
Financial controls and records	Inadequate checks	L	Financial Regulations are in place. Monthly reconciliation prepared by RFO and checked by the Chair of the Parish Council. Multiple signatories on accounts/cheques. Financial reports presented at every meeting. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Insurance in place to cover any financial loss	Existing procedure adequate Financial Regulations reviewed annually
Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts made under Freedom of Information Act Review as required
Clerk	Loss of clerk Fraud Incompetence	M L L	Notice period built in to contract A contingency fund to be established to recruit a suitably qualified Clerk or locum Clerk in the event of the clerk resigning or becoming ill. Fidelity Guarantee insured Clerk should be provided with relevant training, reference books, access to assistance and legal advice Training budget in place	Existing procedures adequate
Election Costs	Unbudgeted cost	L	Election costs of £2000 are earmarked each year	Existing procedures adequate



VAT	Re-claiming/charging	L	The Council has no services for which it must charge VAT. VAT is to be re-claimed regularly and at least annually.	Existing procedure adequate
Annual return	Not submitted within time limits Incorrect completion	L	Timeframe chosen to coincide with June Parish Council meeting. Internal auditor checks end of year figures and documents.	Existing procedure adequate
ASSETS				
Street furniture	Damage to benches, seats and Notice Boards etc.	L	Asset register 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 Parish Council Public Liability Insurance in place	Existing procedure adequate
Play Park equipment	Damage to property Public liability	L	Weekly checks of play equipment Annual RoSPA accredited inspection Public Liability Insurance in place	Existing procedure adequate
Parish Council laptop	Theft or damage	L	Kept secure in Clerks home Not to be left unattended in vehicle	Existing procedure adequate
LIABILITY				
Legal Powers	Illegal activity or Payments	L L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.	Existing procedure adequate
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings managed by the Chairman	Existing procedures adequate Councillors to undertake adequate training Members to adhere to Code of Conduct
Public Liability	Risk to third party, property, individuals or members of Council	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Insurance in place Undertake adequate training and seek advice, if necessary, from NALC Comply with Inland Revenue requirements through use of external payroll provider	Existing procedures adequate



Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M	Clerk to clarify legal position on proposals and to seek advice if necessary Council always receives and approves minutes at monthly meetings Officials indemnity in place Retention of document policy in place	Existing procedures adequate
COUNCILLORS PROPRIETY				
Members' Interests	Conflict of interest Not declared or out of date.	M L	Councillors have a duty to declare any interest at the start of the meeting Declarations of interest minuted Register of Members' Interests form to be reviewed at least on an annual basis	Existing procedures adequate Members to take responsibility to update their register

This document was adopted by NLPC at the Annual Parish Council meeting on 13 May 2024 Minute Ref. 05.24.013