

LONGSDON PARISH COUNCIL
Risk Assessment – Reviewed September 2019

Subject	Risk Identification	Severity (H/M/L)	Management / Control
Insurance	Inadequate cover	L	Cover is reviewed annually with due regard to the asset schedule and liabilities.
	Public Liability	L	Combined insurance cover. No public amenities are provided by the Council.
	Employers Fidelity Guarantee	L	Combined insurance cover
	Insurer collapse	L	Financial robustness of insurance provider(s) reviewed during selection process
	Excessive cost	L	Multiple quotations are obtained by the Clerk and final selection is agreed by the Council.
Banking	Loss of revenue or funds through theft or dishonesty.	L	Banking and investments in TSB Banking Group. No permitted transfers without Council approval. Withdrawals only by cheque signed by TWO council members. The Clerk is not an authorised signatory.
	Bank or financial errors	L	Clerk checks all items against statements and provides quarterly review for the Council.
Cash Handling	Loss through pilfering or dishonesty	L	All revenue banked by the Clerk as soon as possible following receipt. No Petty Cash or float is maintained.
Financial Controls	Inadequate records	L	All accounts are recorded in the Council's minutes. Receipts and payments records kept up to date by the Clerk and available for inspection. Affirmed by Internal Audit.
	Lack of control due to insufficient financial information	L	All invoices are produced for inspection and initialled by TWO Council members. The Clerk provides quarterly reviews of balances, income and expenditure.
	Loss through fraudulent invoices	L	All invoices are reviewed by the Council and paid by cheque signed by TWO Council members.
Revenue and Customs	V.A.T. irregularity penalties	L	V. A. T. payments and claims calculated by Clerk in accordance with regulations. Confirmed by Internal Audit.
Precept	Inadequate funding	L	The Clerk provides detailed budgetary information including potential expenditure and expected income. The Council studies the information and agrees a precept value sufficient to implement intended plans and meet commitments.

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Assets	Loss or damage	L	Property is adequately insured. Value increases annually with index linked cover.
Employees	Salary / Income Tax paid incorrectly	L	The Clerk is the only paid employee. Payments are calculated by the Clerk and paid by cheque signed by TWO Council members. Separate cheques are produced for Inland Revenue and salary. Regulations for employed personnel are adhered to. Pension auto enrolment is not applicable. Internal auditor ensures the process is properly administered.
	Employer Liability	L	The Council always aims to comply with regulations and employment law. Advice is taken when necessary. Employer's liability insurance covered by combined insurance.
	Service interruption due to long term absence of the Clerk	L	Locum panel of experienced Parish Clerks can be provided by the Society Of Local Council Clerks in case of emergency. Councillors would be able to provide assistance.
	Service interruption due to resignation of the Clerk	L	With Council approval, the vacancy would be advertised immediately.
Legal Powers	Illegal activity	L	Prior to making a decision it is always the Council's aim to clarify the legal position on any new proposal. Legal advice is sought whenever necessary
Document Control	Minutes not produced within legal time frame (Transparency Code for Small Authorities)	L	The Clerk produces the minutes of each meeting. The draft is published on the Council's web site within 1 month of the meeting.
	Minutes inaccurate or not legal	L	Minutes are circulated and approved by the Council before being signed as a true and accurate record by the chair.
	Loss of documents	L	Original documents are kept by the Clerk and copies are publicly available on the Council web site. Web site backups are periodically taken.
Councillors' Propriety	Conflicts of Interest.	L	Declarations of Interest relevant to the agenda are requested in each meeting. Code of Conduct / Gifts and Hospitality Regulations in place and adhered to. District Council publishes members' register of interests on their web site.
Internal Control	Non-Identification of risk	L	It is the Council's aim to carry out an annual review of the risk and adequacy of controls for all activities as an agenda item of the Annual General Meeting. Additional reviews to be carried out after any material change in operations.