

SOUTH LIFFENHAM PARISH COUNCIL RISK MANAGEMENT ASSESSMENT

<u>ACTIVITY</u>	<u>RISK</u>	<u>RATE</u>	<u>MITIGATE THE RISK</u>	<u>REVIEW DATE</u>
Business Continuity		LOW MEDIUM HIGH		
Incapacity/absence of the Clerk	Unable to continue daily Council business		***Designate a temporary Clerk or request locum Clerk from SLCC	
Resignation of Clerk	Can't appoint new Clerk within a Month		Undertake succession planning	
Loss or theft PC Records and/or Computer	Unable to continue daily business of the Council		Paper records kept to a minimum & secure in Clerk's home. Digital records backed up with Chairman	
Compliance with Council's Legal and Financial Requirements & Regulations				
***Lack of knowledge of legal regulations and policies	Incorrect decisions made by Cllrs		Ensure Cllrs have working knowledge of Code of Conduct, Standing Orders Financial Regs and policies. Ensure Cllr training as needed	Reviewed at Annual PC Meeting in May
Absence of Standing orders	Potential public disorder at meetings and uncertainty of Council's rules of operation		Ensure Chairman is adequately briefed and prepared, Also Cllrs are fully aware of any action required.	Standing Orders are reviewed at Annual PC Meeting
***Awarding of contracts to suppliers of Parish Council goods and services	Lack of good "value for money" for certain council expenditure. Conflict of personal interests/favouritism		Clerk to obtain 3 quotes for purchases over £100 and under £3000. Agreement by Council resolution to award contractor the work	Contracts for supply of substantial ie up to £3000 for goods, materials and services are renewed annually
***Submit Precept requirement to Rutland County Council	Funds not paid into Council's Bank for new Financial Year		Completed total budget for Council to approve by resolution is used as basis for the the Precept submission. The Clerk, following this meeting,ensures Precept request to RCC	Annual Precept request required each January

			is immediately actioned	
***Lack of control of payments by cheque	Potential fraud of council funds		Three authorised Bank signatories approved by council.	Signatories changed as business requires, ie when an authorised signatory resigns and new signatory needed
***VAT not properly accounted for	Reduced income for the Council		Ensure separate column in cash book for VAT Invoices and Clerk (RFO) is competent to complete VAT claim from HMRC .	VAT paid to suppliers is clearly shown in the Annual Accounts and request for reimbursement from HMRC made annually
Governance and Management				
Notice of MPC Meetings to Cllrs and Public	Notice not served with legal requirement of 5 clear days.		Clerk ensures notice is served legally and in a timely manner and posted on website and notice board	Bi Monthly ongoing and Ad Hoc Extraordinary Meetings
Approval of Minutes	Not signed off by Chairman at next meeting		Clerk ensures minutes are signed off before placing into Minute book	Bi-monthly to include Extraordinary meetings
Register of Interests	Not updated when new Cllr coopted or if a Councillor has a change in circumstances which need to be declared		Clerk ensures for new Cllrs that these are submitted to Monitoring Officer within 28 days of an appointment. These are reviewed regularly with the Monitoring Officer	
Freedom of Information	Request not responded to within 20 days		Council has adopted a model policy. Clerk has direct responsibility to ensures a timely response within 20 days of written request for any Council information	
Managing playing Areas and Equipment	Not properly maintained resulting in an accident and injury to a child		A play area and associated equipment check is implemented by a Councillor monthly and reported to Council. A professional Play Equipment Inspection is carried out annually	Monthly and Annually
***Cemetery Management	Not keeping cemetery in good order and repair and		The Council have a contract for a Cemetery Manager appointed to	

	ensuring legal record keeping for South Luffenham cemetery		keep cemetery in good order including grass cutting and general maintenance. Statutory records completed for burials and related matters	