

**SOMERBY PARISH COUNCIL**  
**RISK ASSESSMENT 2024-25**  
**ADOPTED: 10<sup>th</sup> April 2024**

	AREA	RISK	LEVEL OF RISK	LEVEL OF IMPACT	MEASURES TO CONTROL, AVOID, REDUCE OR MITIGATE THE RISK
1	Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	M	All file and recent records are kept at the Clerk's home. Regular backups are made to an external server. In the event of the Clerk being indisposed the Chair to contact LRALC for advice.  Ensure Councillors would have access to said files and records.  Two Councillors briefed by Clerk on layout and contents of electronic and paper records.
2	Physical Assets	Protection of physical assets	M	H	Insurance renewed annually to cover loss, destruction or damage to street furniture owned by Council. Computer and printer covered under same policy, but with restrictions, which apply to IT equipment.  Third party liability – see section 14.  Register of assets produced yearly.  Annual review of risk and the adequacy of cover.  See separate physical asset schedule
3	Physical Assets	Street Lighting	M	M	Maintenance contract in place with Eon.  Covered by Parish Insurance policy with Hiscox
4	Physical Assets	Seats, Litter bins, Notice Boards, War Memorial, Millennium Signs	L	L	Regularly inspected by Clerk or Grounds Maintenance operative  Covered by Parish Insurance policy with Hiscox

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5	Physical Assets	Parish computer, printers, telephone	L	H	Data backed up daily to the cloud. Computer password protected. Anti-virus software on PC. Office located in Clerk's home which is securely locked at all times. Covered by Parish Insurance policy with Hiscox
6	Physical Assets	Play area equipment	H	M	Inspected weekly by Clerk and quarterly by a 'competent' person (currently Cllr Pentecost). Annual inspection by approved external contractor. Covered by Parish Insurance policy with Hiscox
7	Physical Assets	Churchyards & Cemetery	M	M	Inspected by Grounds Maintenance operative. Gravestones secured as appropriate. Paths kept clear of moss and debris. Grass & hedges cut as appropriate. Covered by Parish Insurance policy with Hiscox
8	Physical Assets	Trees	M	M	Inspected every 3 years by approved external contractor. Identified necessary work carried out by a qualified tree surgeon. Covered by Parish Insurance policy with Hiscox
9	Finance	Banking	L	L	Bank mandate kept up to date. Cheques require two signatories. Copies of internet payments kept on file. Bank accounts checked weekly by RFO. A nominated councillor (currently Cllr Powell) has access to online banking for spot checks.

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10	Finance	Financial Controls and Records – Financial Regulations adopted on 9 <sup>th</sup> June 2021	M	M	<p>Clerk checks invoices for accuracy. All invoices are numbered to correspond with cheque stubs – invoice list produced monthly and minuted.</p> <p>Signatories initial cheque stubs.</p> <p>Cheque stubs carry scribe voucher numbers.</p> <p>Review of the effectiveness of internal audit process – annually.</p> <p>Financial records kept in accordance with statutory requirements (LTN 33 Annex)</p> <p>Accounts ledgers kept in fireproof safe in office for minimum of 7 years. Ledgers then forwarded to Records Office for their safe keeping on indefinite loan.</p> <p>Ensure expenditure is made within the powers of Parish Council and all payments are approved.</p> <p>Bank reconciliation produced monthly for approval by Councillors.</p>
11	Finance (Budgeting)	Budgeting to underlie annual precept	M	M	<p>Annual Finance meeting held in public to set budget.</p> <p>Council must approve variances to annual budget.</p> <p>Budget statements will be issued every quarter for approval.</p>
12	Finance (Contracts)	Contracts	M	M	<p>Contracts reviewed as appropriate for value, effectiveness, and reliability.</p> <p>Any contractor must hold own Public Liability Insurance.</p>
13	Finance (HMRC)	Comply with Customs and Excise Regs	M	M	<p>Claims for VAT refunds are made as appropriate.</p>

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14	Liabilities (Assets)	Legal liability as a consequence of asset ownership	M	M	Public Liability Insurance renewed annually. Condition of street furniture checked regularly. Street lighting subject to maintenance contract with Eon plc
15	Liabilities (Homeworking)	Use by clerk of home as public office	L	L	Insurance cover provided for people entering the house/office in relation to Council business. Certificate displayed.
16	Employer Liability	Comply with Employment Law	M	M	Membership of LRALC. Contracts of employment for staff reviewed as appropriate and, in any case, annually by Council. Systems of updating records for any changes in relevant legislation.
17	Employer Liability	Comply with Inland Revenue requirements	M	M	PAYE system in place Monthly payments of National Insurance and Income Tax are made to Inland Revenue as appropriate. Internal and external audit conducted annually.
18	Legal Liability (Powers)	Ensuring activities are within legal powers	M	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Ensure all business activities are within legal powers applicable to councils.
19	Legal Liability (Records)	Proper accurate and timely reporting of council business in the minutes	M	M	The agenda and minutes of previous meeting issued three clear days prior to meeting. Agenda placed on notice boards and Parish Web site three clear days prior to meeting. Minutes of previous meeting are approved and signed at commencement of business. A copy of the approved minutes is placed in minutes section on Parish Web site.

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20	Legal Liability (Documents)	Proper document control	M	M	Parish Office kept locked and secure when not occupied. Minutes properly numbered and paginated. Minutes forwarded to LCC Records Office as appropriate. Documented procedures for Planning Application receipt, circulation, response, handling and filing. In addition to Clerk, one Councillor (currently Cllr Powell) has a key to document safe.
21	Councillors' propriety	Registers of Interest	H	H	Register of interest completed by each Councillor and submitted to Melton Borough Council. Changes are notified to the Clerk within 28 days. Annual agenda item to ensure register complete, accurate and up to date. Procedures in place for the recording and monitoring members' interests, gifts and hospitality received. Adoption of Code of Conduct New Councillors sign Declaration of Acceptance of Office. Declaration of interest declared at the beginning of each meeting. Register of Declarations kept.
22	Complaints procedure	System of dealing with complaints	M	H	Code of Practice adopted by Council. Procedures in place to deal with complaints.
23	Review	Change of risk	M	M	This risk assessment to be reviewed annually.