

| Risk Area | Risk Identified | Level of risk H/M/L | Management of Risk | Action required | Review date |
|---|--------------------|------------------------|---|-----------------|-------------|
| Section One : Areas where there may be scope to use insurance to help manage risk | | | | | |
| Property and contents owned by the council | Loss or damage | M | An up to date register of assets and investments in place- itemised and insured. Insurance level reviewed annually. | None | April 2018 |
| Damage to third party property or individuals | Public liability | H | Insurance cover reviewed annually. | None | April 2018 |
| Consequential loss of income or the need to provide essential services following critical damage, loss or nonperformance by a third party | Public liability | H | Insurance cover reviewed annually. | None | April 2018 |
| Loss of cash through theft or dishonesty | Fidelity guarantee | M | Insurance level £100,000. | None | April 2018 |
| Legal liability as a consequence of asset ownership | Public liability | M | Insurance cover reviewed annually. | None | April 2018 |

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| Section Two - Working with others to help to manage Risk | | | | | |
| Security for vulnerable buildings, amenities or equipment. | Office equipment in clerk's home. Allotments | H | Home insured & equipment kept securely. Users aware. Security measures not appropriate in rural location. | Maintain insurance and vigilance. | April 2018 |
| The provision of services being carried out under agency / partnership agreements with principal authorities | Standing orders and financial regulations dealing with the award of contracts | L | Standing orders and financial regulations revised annually | None | April 2018 |
| Banking arrangements, including borrowing or lending | Detect and deter fraud or corruption | L | Standing orders and financial regulations revised annually. Finance approved by full council. Bank statements checked by Chairman. | None | April 2018 |
| Ad hoc provision of amenities/facilities for events to local community groups | Public Liability | L | Standing orders and financial regulations revised annually. Public liability insurance £10M | None | April 2018 |
| Vehicle or equipment lease or hire | | N/A | N/A | N/A. | N/A |
| Trading units -allotments | External contractors for maintenance | L | Users produce risk assessment. Council policy in place and reviewed | None | April 2018 |
| Professional services (architects, accountancy, design, etc.) | Standing orders and Financial regulations deal with the awarding of contracts | L | Standing orders and financial regulations revised annually. | None | April 2018 |

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| Section Three - Self Managed Risk | | | | | |
| Proper financial records | In accordance with statutory requirements | L | Standing orders and financial regulations revised annually. 'governance & accountability' guidance followed. Records reviewed by Council. | None | April 2018 |
| Business activities | Ensuring that they are within the legal powers of councils. Ensuring that they can continue in absence of clerk or chairman | L | Standing orders and financial regulations revised annually. Continuation of business policy in place and reviewed. | None | April 2018 |
| Employment law and Inland Revenue regulations | Ensuring that requirements are met | L | Standing orders revised annually. Current HMRC and employment guidance followed. Employment contracts reviewed annually. Salaries reviewed annually | None | April 2018 |
| VAT | Ensuring that requirements are met under HMRC regulations | L | Standing orders and financial regulations revised annually. Current HMRC guidance and 'governance & accountability' guidance followed. Claim submitted at least annually. | None | April 2018 |
| Annual precept | Ensuring adequacy within sound budgeting arrangements | L | Standing orders and financial regulations revised annually. 'Governance & accountability' guidance followed. Precept reviewed annually against budget. | None | April 2018 |
| Monitoring performance | Monitoring outcomes and costs of all activities. Producing parish plan. Reviewing activities at Council. Constantly reviewing finance levels. | L | Action points on minutes all followed-up. New parish plan to be considered July 2016. Bank reconciliation at each Council meeting. Budget kept under review. | Reviews to be undertaken regularly | April 2018 |

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| Grants | Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137 | L | Standing orders and financial regulations revised annually 'governance & accountability' guidance followed. Grant policy in place. All grants minuted and S137 shown separately. | None | April 2018 |
| Council Minutes | Proper, timely and accurate reporting of council business in the minutes | L | Draft minutes checked by members and final minutes agreed at council meeting. Minutes circulated 7-14 days before next meeting. Minutes available on website. | None | April 2018 |
| Rights of inspection | | L | Notice of Audit displayed for appropriate times on notice-boards Freedom of information policy in place. | None | April 2018 |
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| Quality parish status | Meeting the requirements for Quality parish status or other accreditation | L | Guidance with council | Note clerk awaiting outcome of CiLCA qualification from SLCC. Sufficient elected councilors. | April 2018 |
| Document control | Proper systems | L | Policy in place and reviewed | None | April 2018 |
| Register of Members' Interests and Gifts and Hospitality | In place, complete, accurate and up to date | L | Register in place. Copies with monitoring officer at NFDC. Reviewed annually | None | April 2018 |

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| Adoption date | 12/04/2010 |
| Review Date 1 | 08/03/2011 |
| Review Date 2 | 14/02/2012 |
| Review Date 3 | 01/02/2014 |
| Review Date 4 | 01/03/2015 |
| Review Date 5 | 10/05/2016 |
| Review Date 6 | 09/05/17 |
| Review Date 7 | 16/04/2018 |

