Launton Parish Council
Risk Assessment for the year 2016/17

Previous review date: 03/11/2014
Resolved by Council on: 07/04/16 minute 6 (d)
Next review date: 01/11/2017

Risk Category 1 – Insurance to Manage Risk

Identified Risk	Areas of Risk	Evaluation of Potential Consequences / Likelihood	Internal Control Measures	Action	Responsibility *(see note below)
Protection of physical assets owned by LPC from theft or damage	a. Failure to control all assets	Medium/Low	Up to date register of assets and investments available Asset Register forms the basis of the Risk Assessment document.	a. Asset Register reviewed and updated and Risk Assessment document reconciled with list f assets prior to annual Risk Assessment review. b. Insurance provider advised of any changes to Asset Register	Clerk
	b. Filing cabinets	Low/Low	Ensure location is secure with controlled access	None. Zero asset value	Clerk
	c. Bus shelters	Medium/Medium	Physical condition monitored annually and results reported in July	a. Any reports of damage are included in next meeting's agenda. b. Responsibility for inspection decided in May meetings c. Periodic inspection conducted and reported to Council each June **For risk of theft see 2.1 Security.**	Clerk Council Members Council Members
	d. War memorial	High/Medium			
	e. Benches	Medium/Medium			
	f. Wall at the Poplars	High/Low			
	g. Waste Bins	Low/Low			

Identified Risk	Areas of Risk	Evaluation of Potential Consequences / Likelihood	Internal Control Measures	Action	Responsibility *(see note below)
	h. Dog bins	Low/low			
	i. Road salt bin	Low/Low			
	j. Defibrillator	Medium/Medium			
	k. Roadside gates	Low/Medium			
	l. Land at: The Glades The Poplars Yew Tree Close Sherwood Close	Low/Low			
	Inadequacy of Insurance cover for all assets	Medium/Low	Review of risk and adequacy of cover (loss/damage, public liability, consequential loss and fidelity guarantee) conducted annually	Review renewal notice each year to ensure cover is appropriate.	Clerk
	Stability of Insurance provider	Medium/Low	Robustness of insurance providers reviewed		Clerk
			Appropriate and adequate health and safety risk assessments and the application of safety measures.		
1.2 Risk of Damage to Third Parties	Injury caused by LPC owned or maintained property or by lack of safety controls	Medium/Low	Maintain adequate insurance cover		Clerk
1.3. Legal liability as a consequence of asset ownership		Medium/Low	Internal and independent regular and robust audit process documented and reviewed annually.	Ensure asset values are communicated to insurers each year at renewal	Clerk
	a. Precept from CDC b. Grants various Bank interest	Medium/Low	Clerk may spend a maximum of £100 per month on stationery and sundries without prior Council approval. All such expenditure is itemised, supported by receipts and presented to Council before reimbursement. All expenditure (including above) reimbursed by cheque and resolved by full Council with 2 councillor's signatures on each cheque.	Requirements to achieve an effective internal audit defined in Audit Plan and in conjunction with annual Risk Assessment review	Council

Identified Risk	Areas of Risk	Evaluation of Potential Consequences / Likelihood	Internal Control Measures	Action	Responsibility *(see note below)
	Theft or dishonesty Bank cheques	Medium/Low		All Council expenditure is authorised by the full Council All cheques and stubs are signed by two Councillors Bank statements reviewed by Council monthly All income and expense reviewed quarterly Bank Reconciliation presented to Council quarterly	Council 2x Council Members Clerk Clerk Clerk
	Non-performance of third parties	Medium/Low		Avoid pre-payments wherever possible Vet Suppliers thoroughly	Clerk

Risk Category 2 – Cooperation with Third Parties to Manage Risk

Identified Risk	Areas of Risk	Evaluation of Potential Consequences / Likelihood	Internal Control Measures	Action	Responsibility
2.1 Security of building, amenities and equipment	a. Bus shelters	Medium/Low	Security not possible	Check during annual inspection	Council Members
	b. Litter bins	Medium/Low	Secured by bolts or screws		
	c. Dog Bins	Medium/Low	Secured by bolts or screws		
	d. Road salt bin	Medium/Low	Security not possible but is unwieldy		
	e. War Memorial	Medium/Low	Security not possible		
	f. Notice boards	Medium/Low	Secured by bolts, screws, etc		
	g. No Ball Games Sign	Medium/Low	Secured by bolts, screws, etc		
	h. Benches	Medium/Low	Secured by bolts, screws, etc		
	i. Defibrillator	Medium/Medium	Secured by bolts, screws, etc		
	j. Roadside gates	Low/Low	Security not possible		
2.2 Maintenance of buildings, amenities and equipment	a. Bus shelters b. Litter bins c. Dog bins d. Road salt bin e. War Memorial f. Notice boards g. Benches	Medium/Low	Regular monitoring, annual maintenance and repair or replacement as required using personnel deemed qualified by the Council	a. Any reports of damage are included in next meeting's agenda. b. Annual inspection conducted each June and reported to Council	Clerk Council Members

Identified Risk	Areas of Risk	Evaluation of Potential Consequences / Likelihood	Internal Control Measures	Action	Responsibility
2.3 Maintenance Of land and assets	a. Grass cutting b. Tree pruning c. Shrubbery maintenance	Medium/Medium	View all Contractors Public Liability Certificates or obtain written confirmation of cover. Annual Review of Contracts	a. Copy of contractors Public Liability insurance or other written verification from contractor on file before work commences. b. Ensure terms of all new undertakings include indemnity of Council by Contractor c. Schedule review of Contracts including responsibility and performance	Clerk Clerk Clerk
			Standing orders for award of contracts and purchase of capital	Standing Orders include contracts and set financial limits when tendering process will apply	Clerk
			Reporting on performance of suppliers/ providers/contractors and review of contracts.	Initial contracts are awarded for 12 months only. Subject to satisfactory performance subsequent contracts are for 3 years.	Clerk
2.4 Banking arrangements including borrowing and lending	a. Lack of financial control, accounting processes and application of codes of practice	High/Medium	a. Accounts with Bank of Ireland & Co-operative Bank to be reviewed to give best rate of interest & ease of access.	Annual Review	Clerk
		High/Medium High/Medium	Monitor performance and report to Council	Annual internal audit inspection of financial system. Monthly inspection and approval of all expenditure. Quarterly presentation of income and expense records and bank reconciliation.	Clerk/ Internal Auditor/Council Council Clerk
			Detect and deter fraud and corruption	All Council expenditure is authorised by the full Council All cheques are signed and stubs are initialled by two Councillors. Bank statements reviewed by Council monthly. All payments and receipts reviewed quarterly with bank reconciliation. Update cheque signatories when Councillors change	Clerk / Council 2x Council Members Council Council Clerk

Risk Category 3 – Self-Managed Risk

Identified Risk	Areas of Risk	Evaluation of Potential Consequences / Likelihood	Internal Control Measures	Action	Responsibility
3.1 Keep proper financial records in accordance with statutory requirements	a. Bank reconciliation b. Income & expenditure account c. Annual Accounts	Medium/Low	a. Fully meet Accounts & Audit Regulations 1996 b. Regular scrutiny of financial records and approval of expenditure	Annual accounts submitted to internal and external auditors for inspection and made available to the public All Council expenditure to be authorised monthly by the full Council. All cheques to be signed and stubs initialled by two Councillors. All payments and receipts reviewed quarterly with bank reconciliation.	Clerk Council 2 x Council Members Council
	d. Audit Commission annual return	Medium/Low	a. Internal and external audit process is followed	Meet external auditor's instructions regarding completion and timing of annual return and public access to financial records.	Clerk
	e. Audit notices & presentation of annual return	Low/Medium		Meet external auditor's instructions regarding completion, timing and posting of notices	Clerk
	f. Review effectiveness of internal audit	Medium/Low	The Council has reviewed its requirements of the internal audit including its scope, independence, competence, relationships and planning.	Present Risk Assessment to Council each October Review effectiveness and direct Clerk on areas for inclusion in internal audit	Clerk Council
3.2 Legal powers All activities are within legal powers of LPC	Litigation and prosecution	High/Medium	a. Consult relevant legislation b. Seek legal advice c. Minuting of powers under which expenditure is approved	Appropriate powers recorded against all expenditure in Council minutes	Clerk
3.3 Legal Requirements Ensuring legal requirements are met (employment, HM Revenue and Customs)	a. Clerk's employment rights b. VAT reclaims to HM Revenue and Customs c. PAYE and NI on employee's salaries	Medium/Medium Medium/Medium Medium/Medium	a. Consult relevant legislation b. Seek accountancy advice where necessary c. All VAT recovered d. Appropriate HMRC forms completed monthly and annual return made each March	All VAT reclaimable from expenditure to be recorded on HMRC Form VAT126 and submitted no later than February each year. P11 Forms completed monthly and P60s annually for each employee	Clerk
3.4 Adequacy of annual precept	a. Spending & budget	Medium/Medium	Regular budget monitoring statements	Present current year spending and budget outlook to Council twice yearly as per Standing Orders	Clerk
	b. Contingencies	Medium/Low	Provide for contingencies	-	

Identified Risk	Areas of Risk	Evaluation of Potential Consequences / Likelihood	Internal Control Measures	Action	Responsibility
	c. Budget	Medium/Low	Approve budget	Present Budget proposals to Council each December. Consider and approve Budget.	Clerk Council
	d. Precept	Medium/Low	Confirm Precept to CDC	Notify CDC of Precept each Jan	Clerk
3.5 Specific Funding Powers Ensuring proper use of specific section funding and powers	a. S137 b. S106	Medium/Medium	Consult relevant legislation and guidance, seeking advice as required. Monitoring grants and loans, made or received	Determine appropriate powers for any new spend Ensure appropriate powers are defined before agreeing payments	Clerk Council
3.6 Reporting Proper, timely and accurate reporting of LPC business in the form of minutes	a. Minutes of meetings	Low/Low	Previous months Minutes signed at each meeting. All minutes properly numbered and paginated with a master copy in safekeeping. Draft minutes posted on Notice Boards and Website. Approved minutes posted on Website and secured in Minutes Book	Adhere to LPC Meetings Work Instruction for Clerk	Clerk
3.7 Document Control	a. Planning applications	Low/Low	Planning applications to be filed by application No. and retained safely.	Adhere to LPC Meetings Work Instruction for Clerk	Clerk
	b. General correspondence	Medium/Low	Electronic records, files and correspondence backed-up and securely retained Paper records held in secure location with controlled access	Electronic files backed up on BT Server weekly and DVD biannually Paper documents controlled by locked access	Clerk
3.8 Register of Interests Records of Interests, gifts and hospitality, complete, accurate and up to date	1. Code of Conduct	Low/Low	Forms recorded & retained Adoption of codes of conduct	Present to council annually for review / amendment. Code of Conduct (SI 2007) incorporated in Standing Orders New Councillors are given Guide for Members 2007	Clerk
	2. Declaration of interests	Medium/Low	Book maintained	Adhere to LPC Meetings Work Instruction for Clerk	Clerk
3.9 Freedom of Information Requests from the public	a. Council cannot meet its statutory obligations in respect of FOI b. Member of the public may record Council proceedings	Medium/Medium Medium/Low	Documented procedures to deal with enquires from the public and others Councillors and Clerk observe behaviour of members of public during meetings	Provide Council members with written instructions on dealing with FOI enquiries Make our own recording if a member of the public is recording proceedings	Clerk Chairman

Actions Arising from Risk Assessment Review

*In Responsibilities,	Council denotes the entity. Council Members, denotes some, but not necessarily all, members

Internal Audit Requirements Arising from Risk Assessment Review

As described in Internal Auditors letter of Engagement

Signed Chairman________________________________

Signed RFO_______________________________