

## 15 RISK ASSESSMENT STATEMENT

AREA	RISK	LEVEL	CONTROL (and agreed improvements)
Assets	Protection of physical assets	L	Bus shelters, seats & benches insured. Value increased annually by RPI
		L	Notice boards, gates insured. Value increased annually by RPI
		L	Flag pole, stone troughs, office equipment insured. Value increased annually by RPI
	Maintenance of buildings, notice boards, benches	L	Regular inspection
Finance	Banking	L	No cash. Cheques banked within 7 days of receipt
	Loss of cash through theft, dishonesty	L	No cash transactions
	Financial controls	L	Monthly reconciliation of bank statements. Quarterly 'in-house' checks. Internal and external audits.
	Compliance with HMRC (VAT) regulations	L	VAT claims submitted regularly, included in 'in-house' checks
	Sound budgeting	L	Detailed budget process starts in Autumn from which precept derived. Quarterly checks throughout the year.
Liability	Risks to third party, property or individuals	M	Insurance in place. Open spaces checked monthly.
Employer liability	Comply with employment law	M	Membership of NALC, SLCC
	Comply with HMRC (Inland Revenue) requirements	L	Council contracts out PAYE system for staff salaries.
Legal liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary
	Proper and timely reporting via the minutes	L	Council meets monthly, minutes published with 10 days and approved at following meeting. Minutes available by e mail and on web site
	Document control	M	Legal documents stored in fire proof cabinet in Clerk's home. Other data stored on disc.
Councillor propriety	Register of Interests and gifts and hospitality	L	Register of Interests completed and available for public inspection. Updated annually
Business continuation	Clerk's unplanned absence	L	Chairman has details of computer passwords, banking details including passwords, web site passwords, keys held and padlock combinations
	Clerk's unplanned absence	L	Additional costs of sick or other paid leave, advertising for a replacement, employing temporary staff. Considered annually with reference to the level of uncommitted reserves available to meet expense.