

# CARDINGTON PARISH COUNCIL

## Strategic & Operational Risk Assessment 8<sup>th</sup> JANUARY 2019 grouped into specific areas of:

Employee Liability

Finance

Assets

Public Liability

Legal Liability and Councillors Liability taking in to account H&S issues.

ACTIVITY	POTENTIAL HAZARD	SEVERITY 1-5	LIKLIHOOD 1-5	RISK SCORE	CONTROL MEASURES
<b>Employee Liability:</b> Clerk unable to attend meeting due to sickness etc.	No deputy	2	1	2	Clerk to network and obtain cover from parish clerk pool or AN experienced minute takes on the council minutes.
<b>Finance:</b> Insufficient funds	Unable to pay creditors/employee or fulfill commitments to local projects	5	1	5	Council Precept Meeting held annually and budget monitored during the year. Also bank balance closely checked by the Clerk and reported to each Parish Council meeting. Accounts both internally and externally audited are protected due to present financial climate. Also protected by the Unitary Authority
No access to funds	Unable to pay creditors	5	1	2	Sufficient authorised signatories exist on council which ensures ability to sign cheques. 2 signatures required from all Councillors authorized to sign cheques. If all Councillors resigned alternative signatories would be obtained.
Over funded	Poor use of public money, precept and accounts called in for detailed audit	5	1	5	Precept Meeting held annually and budget monitored closely throughout the year. Bank balance reported monthly to Parish Council. Accounts both internally and externally audited.

Approved & Adopted by Council 08/01/2019  
Reviewed 07/03/2023

Chairman.....

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<b>Finance:</b> Misappropriation of funds	Loss of public monies.	5	1	5	All cheques require 2 councillors signatures and no petty cash exists other than expenses reclaimed monthly and fully itemised and supported by receipts. Cheque income only relates to grants & donations other income received electronically from principal council, HM Custom & Excise & bank in the form of any interest payable and precept Bank balance closely monitored by councillors. Accounts both internally and externally audited. Insurance indemnity examined annually and considered adequate.
Borrowing	Non compliance with Borrowing Regulations	1	1	1	No borrowing at present
<b>Assets:</b> Maintenance of assets	Insurance claims Loss of public asset	3	2	5	Any assets are inspected by councilors and contractor used for repairs. Covered by insurance. Asset register to be updated annually.
<b>Public Liability</b> Public incurring accident on Council owned property or on Council owned/maintained grounds.	Insurance Claims	3	3	5	Any contractors used have adequate public liability insurance and receive appropriate instruction.
<b>Employer's Liability</b>	Non compliance with PAYE & HMRC	2	2	4	Inland Revenue provides regular advice & PAYE stationary and software used. HMRC Advice obtainable on VAT
	Non compliance with Employment Law resulting in claim	2	2	4	NALC Contract of Employment in place and access to NALC legal advice
<b>Councillors Liability</b>	Legal action re defamation	3	2	5	Councillors governed by Code of Conduct & Stds Board. Councillors protected to some extent via Insurance Register of Interests complete & lodged with SC Monitoring Officer. Gifts & Hospitality register kept.
	Ensuring council activities are within legal framework	5	1	5	Standing Orders & Financial Rules exist by which council is bound. Spending powers over seen by Clerk. Training sessions are provided when identified or needed. All new Councillors are invited attend training courses.

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<b>Legal Liability:</b> Loss of Council records	Loss of prime Council records: Hard copy – due to fire/burglary. Electronic – due to computer failure.	2	2	4	Storage of records in private building. Smoke detector alarms installed.  Old Minutes are held in County Archive Records Office.  Clerk backs up key Council accounting and meeting minutes data held on her computer on a monthly basis.  Six full years records kept by Clerk prior records stored in County Archives.
<b>Legal Liability:</b> Business Continuity	Loss of parish office	4	1	4	Alternative accommodation would be required in an emergency which could be easily found within the Unitary Authority accommodation.

NOTE : Should the Parish Council hold a significant public event a individual event risk assessment will be carried out.

**Key to Ratings:**

- 1
- 2
- 3
- 4
- 5

**Impact/Effect**

- Little impact
- Minimal impact
- Medium impact
- Major impact
- Very serious impact

**Probability**

- Seldom occurs
- Possible to occur
- Likely to occur
- Almost certain to occur
- Certain to occur

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