

**Foxearth & Liston PARISH COUNCIL RISK & CONTROLS ASSURANCE ASSESSMENT Date May 2020**

	Risk identified	Assessment of risk		Controls already in place	Improvements / Further controls
		Impact Score 1-5	Likelihood Score 1-5		
No					
1	<p>Failure to properly protect physical assets owned by the Council or for which it has custodial responsibility. Buildings, furniture, equipment etc loss / damage through fire, flood, theft etc</p> <p><b>Rating 6</b></p>	3	2	Insurance cover (fire, vandalism, theft) in place for all assets owned by the Council	Refreshed asset list during 2018-2019 to ensure adequate levels of insurance are in place.
2	<p>Failure to properly maintain buildings, amenities, and equipment</p> <p><b>Rating 6</b></p>	3	2	Contract in place for maintenance. Annual inspection of equipment and regular inspections	Ensure risk assessment for assets reviewed periodically at F&L PC Meetings
3	<p>Loss of cash due to theft / fraud</p> <p><b>Rating 3</b></p>	3	1	No cash is held. Cheques must be countersigned by two authorised Members at meetings Accounts published annually	Live accounts / commitments circulated or access given to all Members.

No		Impact Score 1-5	Likelihood Score 1-5		
4	Legal liability as a consequence of employer  <b>Rating 2</b>	2	1	Professional indemnity type insurances in place. Training record of Clerk maintained. Contract of employment in place. Personnel Committee in place	Annual appraisal.
5	Failure to maintain Proper accounts and maintain control of finances <b>Rating 4</b>	2	2	Accounts prepared by the Clerk to the Council and subject to an annual internal/ external audit. Parish Clerk to monitor income – Precept and VAT return Accounts discussed at every meeting Improvements made to reporting	Improve understanding and transparency.
6	Failing to meet legal liabilities, for example HMRC, Employment law, equalities duties etc  <b>Rating 6</b>	3	2	Employment of a Proper officer. Standing orders in place etc Payroll bureau contracted out.	Improve Members awareness of standing orders, liabilities around issues raised.
7	Business activities are within legal powers applicable to Parish Council	4	1	Currently activities are contained within powers.	Consider drafting some form of Parish Plan outlining the PCs plans for the coming years.
8	Failure to report Council business in a timely manner  <b>Rating 6</b>	3	2	Parish Clerk in post	
9	Register of Members interests, gifts, and hospitalities in place, complete, accurate and up to date.  <b>Rating 4</b>	2	2	Declarations of interest at each meeting. Parish Clerk holds register of interests etc. Cllrs. to update accordingly.	Reputational damage and individual Member responsibility.