

Longhorsley Parish Council
Risk Assessment

A. Risks

1. Loss of monies:

- a. By risky investment.
- b. By fraud by councillors, staff or suppliers.
- c. By over-spend.

2. Loss of property:

- a. By damage.
- b. By appropriation of land.

3. Law suits:

- a. Injury to public or councillors or staff on duty.
- b. Misconduct of councillors or staff.

4. Challenge to legality of decisions:

- a. Incorrect procedure.
- b. Acting ultra vires.

5. Loss of data – electronic and hard copies.

6. Inheritance of non-viable schemes from previous council.

B. Safeguards

1. Loss of Monies:

a) Capital and revenue monies held in approved accounts at reputable institutions. Financial institutions to be reviewed on an annual basis.

b) Procedure for payment of accounts:

Invoices verified by Clerk/Responsible Officer

Cheques written by Clerk/Responsible Officer

Cheques signed at meetings by two of three approved signatories. Copies of invoices to be checked prior to signing of cheques.

Draft accounts, including expenditure against budget, to be issued with agenda to all councillors for review.

Accounts to be discussed and approved at all meetings and all approved entries to be recorded in minutes.

Copy of accounts to be published on web after each meeting.

Payments which must be made between meetings are approved by the chairman, and cheques signed by him and one other, with explanations to the other signatory. Again invoices to be checked prior to signing of cheques.

c) Budget analysis and accounts summary, including income and expenditure details, provided to all members at each meeting.

There is insurance cover for the total value of financial assets.

2. Loss of Property

a) Regular inspection of playgrounds and documented accordingly.

b) Definitive map of Village Green, and local knowledge of its extent and improper incursions upon it.

3. Law Suits

a) Regular inspection of playgrounds by councillors, and annual inspection by an approved inspector. Insurance cover for injury, which is reviewed on an annual basis.

b) Proper procedures, which are followed, should minimise this.

4. Challenge to legality of decisions

a) and b) Proper procedures, which are followed, should minimise this.

5. Loss of data – electronic and hard copies.

Paperwork kept in locked, fireproof filing cabinet at Clerks' home.

Hard copies kept of all electronic data, and monthly backup to CD (two copies – one kept by Clerk, and one held at chairman's home.

Archiving of hard copies to be completed on a six monthly basis and stored in the NCC Archives

6. Inheritance of non-viable schemes from previous council.

Proper procedures, which are followed, should minimise this.

This Risk Assessment was adopted by the Longhorsley Parish Council at a meeting of the Council held on 10.11.10