

## Risk Management Assessment for Lubbethorpe Parish Council

No.	Description of Risk	Management of Risk	Likely	Severity Score	
<b>Business Continuity</b>					
1	Incapacity/absence of Clerk	A copy of all passwords are held by the Chairman in sealed envelope. Updated every 6 months.	1	4	4
2	loss/theft/inability to access records	Data backup carried out every week to a hard drive and/or Cloud.	1	4	4
<b>IT</b>					
3	Maintain Security of computer	Access restricted through use of controlled passwords. Passwords are changed periodically	1	4	4
4	To minimise risk arising from breakdown of equipment	The Council's computer system is backed up weekly onto a separate hard drive and/or the Cloud. The Council operate up to date anti virus software.	1	5	5
<b>Council Meetings</b>					
5	To meet all statutory requirements and maintain effective administration.	All Councillors are notified of meeting by way of summons and agenda. All Council agendas are posted with 3 clear days notice, as a minimum on the website but once available on the Parish Council noticeboard also. The Clerk ensures meetings are quorate. Minutes are taken of all Council meetings and signed at the next meeting by the Chairman.	2	2	4
6	Register of interests	The Chairman asks for interests to be declared at each meeting.	1	2	2

### Code of Conduct

7	To maintain records of members Declarations of interest	All council members are aware of their statutory responsibilities. Every new Councillor is issued with information for new councillors together with a copy of the Council's Standing Orders and Financial Regulations upon signing their Declaration of Acceptance of Office. Chairman asks for interests to be declared at each meeting. Councillors are encouraged to attend refresher training.	2	2	4
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### Council Property

8	Provision of adequate public liability insurance	An asset register is maintained. Adequate public liability insurance.	1	3	3
9	To safeguard Council assets	Register of Assets maintained and updated annually and as and when required. Council has adequate insurance against damage and theft.	1	3	3

### Financial

10	To ensure that the council fulfils its responsibilities to it's staff	Contracts of employment issued to all employees. Staff appraisals and review of contracts undertaken annually. Training arranged as and when required.	1	3	3
11	Ensure that all payments to staff are in accordance with employment contracts approved by the council	Staff salaries are outsourced. Monthly payroll schedule approved by Council and paid by standing order.	2	2	4
12	To keep proper financial records	The Clerk is appointed Responsible Financial Officer and Proper Officer. Standing Orders and Financial Regulations are in place and reviewed annually. An independent internal auditor appointed. Each month the Council approves the cashbook, notes the year to date budget sheets and notes the bank statements.	1	4	4
13	To ensure that expenditure is properly authorised and controlled.	All authorised payments are minuted and a paper copy signed by the Chairman.	2	2	4