

Smisby Parish Council Risk Assessment

Risk	Risk Impact	Risk probability	Controls
Financial Controls and procedures			
Appointment of parish Councillors	Low	Low	Governed by law and overseen by SDDC
Failure to attain a quorum at meetings	Low	Low	Overseen by SDDC
Precept setting & approval	Low	Low	Parish Council discusses budget and sets precept, based on past experience and exercise of due diligence
Budget prepared by Responsible Financial Officer (RFO)	Low	Low	Parish Council discusses and approves budget
Expenditure			
1. Reasons	Low	Low	1. All expenditure agreed by Parish Council and recorded in the minutes 2. Tender/ normally 3 quotes 3. All Parish Councillors are signatories and each cheque requires two signatures
2. Approved levels	Low	Low	
3. Payments by cheque	Low	Low	
Financial reporting to Council	Low	Low	Income and expenditure Accounts and cash flow circulated with agenda by RFO. Financial Update on the agenda of each parish Council meeting
Annual Accounts	Low	Low	Prepared by RFO and agreed by Council. Monitored by the internal auditor and by the Audit Commission (as external auditor) and available to the public as required by law.
Internal Audit	Low	Low	Annual accounts and financial procedures are checked by an internal auditor each year
Insurance	Low	Low	Annual review by RFO
Risk Assessment	Low	Low	Annual review by Parish Council
Salaries	Low	Low	Annual review by Parish Council
Asset review	Low	Low	Annual review by RFO
Operational risks			
Public Liability	Low Medium Medium Medium	Low Low Low Low	Public Liability Insurance cover renewed and reviewed each year Regular playing field inspection by SDDC, 18 times a year. SDDC have responsibility to repair play area equipment. Twice yearly SDCC Insurance inspections of playing field and play area. Weekly play area inspections by Smisby PC play area inspector
Fraud against parish council	Low	Low	Due diligence. Covered by insurance
Code of Conduct	Low	Low	Observance of Code of Conduct and Standards by councillors. Queries referred to DALC and SDDC

Risk	Risk Impact	Risk probability	Controls
Health and safety	Low	Low	Clerk's workplace is inspected by Chairman annually
	Low	Low	Clerk does not receive visitors at her home but meets them in a public place. A councillor is informed and if possible attends too
	Low	Low	Provision of safety equipment to Lengthsman e.g. gloves, litter picker and high visibility safety clothing
	Low	Low	Lengthsman initial training provided by SDDC
	Low	Low	Weekly play area inspections by play area inspector with problems referred to parish clerk for action (via SDDC if necessary)
Low	Low	Parish Clerk contacts the Clean team to deal with fly tipping and litter	
Legal requirements	Low	Low	Advice sought from solicitors, DALC and other public bodies as appropriate.
Christmas Lighting	High	Moderate	Putting Xmas lights up and taking them down is done by volunteers using appropriate equipment provided by them.
	Low	Low	Connection' disconnection of lights to mains is done on a voluntary basis by a qualified electrician.
	Low	Low	The safety of the Christmas lights is checked annually by a qualified electrician.
	Low	Low	The Christmas lights are low voltage so there is a low risk of electrocution to the public
Footpaths and bridleways	Low	Low	Advice about problems connected to public rights of way is sought from SDDC, DCC, DALC and other public bodies as appropriate.
Grounds maintenance	Low	Low	SPC only employs persons who are competent for such tasks and have the proper and necessary insurance
Street Lighting	Low	Low	Responsibility of DCC
Items owned by parish council			
Seat in pound area under tree	Low	Low	Annual check by Parish Clerk
War memorial	Low	Low	Annual check by Parish Clerk Covered by insurance
Lockup	Low	Low	Annual check by Parish Clerk Covered by Insurance Key held by Parish Clerk Maintenance as required
Post and rails around war memorial green	Low	High	Annual check by Parish Clerk Covered by Insurance