

# LYDIARD MILLICENT PARISH COUNCIL

## GENERAL RISK ASSESSMENT

Lydiard Millicent Parish Council is required to carry out a General Risk Assessment every year, as part of the Auditing process. This schedule forms part of the Councils Corporate Governance documentation.

The Table below lists details of risks in various areas and an option on how to control such risks. Each risk is given a level or score High, Medium or Low (H M L). This level is suggested by the Clerk/RFO, when considered together with controls that are in place at this present time. Notes and Action points are given, again as suggestions, in the final column.

This schedule was considered and adopted by Lydiard Millicent Parish Council at a meeting held on Thursday, 8<sup>th</sup> March 2018 Minute Ref:

Area	Risk	Level	Controls	Actions
Administration	Pymt of Business Rates – could be back dated 7 years	H	JCH had not previously paid Business Rates to WC	Clerk arranged Rate Review – charged Business Rates from April 2017
	Disposal of Business Waste	H	JCH + Cemetery should have waste removed by Commercial Contractors	Contract with WC – now coming to end. Other waste transfer contractors need to be identified
	Loss of Council Records	L	CITRIX backs up all data on a daily basis. Back-up HMRC payroll app after every use.	Adequate as only one person within LMPC using this portal
	Publication of Agendas & Minutes	M	Notification within legal timeframe. Draft Minutes sent to Cllrs + local Magazine	
	Absence of Clerk	M	Envelope containing passwords etc stored in RWBTC safe. Chairman /vice chairman to obtain if necessary	
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI.	Carry out a cost of re-building exercise in 2020. <b>Check Cemetery shed is insured</b>
	Security of buildings, equipment etc	L	Not in a High Crime Rate Area. JCH not used to full potential yet.	New Door Locks programmed to be fitted in next two months
	Maintenance of buildings etc	H	Regular inspections should be carried out	
	Children's Play Equipment	H	Checked Yearly by RoSPA & wkly by Clerk	Wood is starting to rot – RoSPA advising need for renewal
	Bus Shelters	M	Need for Regular inspections and maintenance	Currently cleaned 1 X per month

Area	Risk	Level	Controls	Actions
Cemetery	Loss of Income	L	Schedule of Charges	Review charges within next six months
	Lack of Space	M	Cremated Remains Section in need of expansion. Approx ?? Grave spaces free	Additional land acquired ?suitable for Cemetery
	Safety of Memorials	M	Should be inspected by qualified engineers every ?? years	Not aware this procedure has been carried out on LMPC Cemetery
	Tidiness of Site	H	Contractors to cut grass & maintain cleanliness of site	Residents have raised concerns – currently carried out monthly ?increase to weekly
	Removal of Soil / Waste	M	Currently removed when necessary by local farmer	Diary note to be made for regular removal ?Waste Licence for removal of general rubbish
	Records / Registers	H		Should be stored in Fire-proof Safe
Community Field	Access	M	Shared entrance onto highway at Church Chicane	Establish a permanent, safe Access point
	Long Grass	L	Grass cut by Contractors	
	Use / PR of site	H	Residents still concerned re costs of improving this site	Release a definitive statement for future use
Contracts	Cleaning JCH	L	Monthly contract for one clean per week	No problems at present
	Grass Cutting	M	Three year contract at an end	
	General Maintenance	H	On-going Contract to clean / maintain Cemetery, Bus Shelters, Rec' field	Carried out on a monthly basis, with some maintenance only on a three month cycle
	Future Contracts	H	Follow Fin' Regs' for LMPC Training for Clerk / obtain appropriate advice	
Councillors / Staff	Propriety	M	Register of Interests for individual Cllrs on WC website	Link on LMPC website to Register of Interests
	Libel / Slander	M	Insurance cover	
	Not Being Informed	L	Training sessions and updates to be held regularly	
	Fidelity	M	Insurance Cover	

Area	Risk	Level	Controls	Actions
Finance	Banking	M	Use Major High Street Bank + AAA rated investment company	
	Loss of Income	L	Budget for lowest levels of income Income from JCH, Cemetery and Lydiard Plain	Income currently very low
	Removal of money through theft / dishonesty	H	Insurance cover	
	Financial Controls and Records	M	Two Cllrs to sign all cheques. Cheques only signed with invoice or reimbursement forms	All Councillors should become more proactive in checking Accounts
	Failure to comply with VAT Regulations	H	Not currently registered	As PC manages a Sports Facility it may need to charge VAT on its bookings
	Budgeting	M	Budget papers prepared in accordance with instruction from Finance WG	
	Increase of Precept	M	Careful Budget Management	Be aware of Govt decisions for rate capping Parish Councils
	Setting of Precept	L	Precept requirements now based on a Balanced Budget	Balanced budgeting should be continued – WC are currently requesting PCs take on more services
	Not Receiving Precept	L	Keep at least nine months running costs in General Reserves	
	Loans / Borrowing	L	PC has no outstanding loans or borrowing	
	Non-compliant Accounting Systems	M	Engage suitable Internal Auditors, who have experience with PC requirements Continue with current software	Current software (Rialtis Alpha) package is specifically for PCs
	Internal / External Auditors advice not considered	L	Auditors Reports brought to the attention of all members via Full Council Meeting.	

Area	Risk	Level	Controls	Actions
Liability, Employers	Compliance with Employment Law	M	Membership of SLCC and WALC	Continue membership, consider Cllr training
	HMRC Requirements	L	HMRC PAYE App used to calculate deductions & report to HMRC	
	Pension Obligations	H	LMPC is required to offer employees a pension scheme. Date for compliance is fast approaching.	Consider LG Pension Scheme
	Staff Safety & Wellbeing	M/H	Lone working. No windows in room currently used as p/t office.	Addition of window would allow for improved security and wellbeing.
	Personal Accident	M	Insurance Cover. Appropriate training	Volunteers should be adequately trained as well as paid staff
Liability, General	Risk to Third Party,( property or person)	L/M	Insurance cover for Public Liability Visual check of Trees after high winds	Continue with Insurance cover Carry out and keep Risk Assessments for events / projects
	Trees, Generally	M	Checks to be carried out by Arboriculturalist at least every ?? months	Suggest every 18 months
	Liability for JCH generally	H	Schedule of Inspections should be arranged eg: Fire safety, Gas checks, Legionella testing	Fire Doors have been inspected – Need smoke seals fitted on all doors
Liability, Legal	Ensuring activities are within PCs legal powers	H	Clerk to clarify legal position. Outside Legal advice to sought if necessary	Clerk is seeking formal higher level training. Other legal advice to be obtained from suitably qualified persons,
	Document Retention	M	Statutory retention limits investigated before destruction	Planning Applications have recently been destroyed. No obligation for PC to keep.