

RISK ASSESSMENT AND MANAGEMENT 2012

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	L	New and refurbished Bus Shelters in place; repairs undertaken and inspection and maintenance regime in place through Local Service Agreements for assets transferred.
	Security of buildings, equipment etc	L	Arts Centre lease transferred to Town Council; security locks and alarms in place. Lap top computer and printer secure.
	Maintenance of buildings, equipment etc	L	Building maintenance liability accepted for Woodhorn Villa. Repair/renew/maintain as required. Need to maintain user income to meet running costs.
	Allotment Sites	L	External fencing contribution only – budget as required. Both sites leased long term to Association which maintains and manages. Public liability insurances in place.
	Seasonal Lighting	L	Equipment stored and erected by specialist certified contractors.
Finance	Banking	L	Accounts in place with Barclays Bank requiring 2 out of 3 member signatories. Precept received from NCC 2 instalments and room hire income from user groups monthly. Nominal bank charges and interest earned. Short-term deposit pending project decisions.
	Risk of consequential loss of income	L	Nominal rent from allotment lease and monthly income for Woodhorn Villa dependant on increasing use of building.
	Loss of cash through theft or dishonesty	L	Very little cash handled and cheque payment encouraged. Nipper transport pass income banked after receipt. Fidelity guarantees cover up to £5,000.
	Financial controls and records	L	Financial Regulations in place. Regular bank reconciliation and budgetary control reports prepared by Clerk and reported to Council/Finance Committee. Publication on-line of accounts over £500. Two members' signatures on cheques. Expenditure approved by Council or Town Clerk within budget under delegated powers. Internal and external audit.
	Comply with Customs and Excise Regulations	L	VAT payments and claims calculated by Clerk. Open to inspection by members. Internal and external auditor to provide double check.

	Sound budgeting to underlie annual precept	L	Council receives detailed budget information by December and following years' budget and Precept derived directly from this. Significant input from Chairperson of Finance Committee. Income & Expenditure against budget reported to Finance Committee.
	Complying with borrowing restrictions	L	No borrowing at present.
Liability	Risk to third party, property or individuals	L	Public Liability insurance in place. Cover of up to £10m.
	Legal liability as consequence of asset ownership	L	Allotment sites covered by existing arrangements. Transferred assets public seats; litter bins; bus shelters; play areas covered as above.
	Libel and Slander	L	Members and Clerk - standard cover incorporated in public liability £10,000,000. Statements on behalf of TC to be checked with Clerk or Chair and seek to omit names.
	Officials Indemnity	L	Cover for Members and Clerk for any negligent act, accidental error or omission committed - standard cover up to £250,000.
Employer Liability	Comply with Employment Law	L	Advice sought from Local & National Association of Local Councils when required. Existing insurance cover up to £10m.
	Comply with Inland Revenue requirements	L	Clerk declares salary to Inland Revenue. PAYE conducted through NCC Payroll. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	Low level of visitors to Town Council office.
Legal Liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. External legal advice to be sought when necessary.
	Proper and timely reporting via the Minutes	L	Council meets monthly with ad hoc Finance and Grant committees with delegated powers. Minutes of meetings submitted to Council. Minutes made available to public and members – published at Library, Office and on web site.
	Proper document control	L	Leases and legal documents (none at present) to be held in office or in Clerk's home. Future deeds, leases, documents to be stored securely. Compliance with the Data Protection Act, Freedom of Information Act scheme adopted.

	Risk	Level	Control (<i>and agreed improvements</i>)
Councillor Propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Members to declare any gifts or hospitality (over £25 in value) as and when received. None received to date.
	Declaration of members' interests	L	Specific item on each agenda and advice available when necessary.
	Conduct	L	New Code of Conduct adopted in line with County scheme and new declarations submitted to Monitoring Officer.
Town Plan Projects & Services	Farmers' Markets	L	Not currently operated. Site availability confirmed. Any re-launch will require full engagement of traders and hire and erection of stalls by NCC. Competent management of market required.
	Transfer of responsibility services and assets play areas; bus shelters; public seats; litter bins.	M	Responsibility accepted for local service assets from 01/04/2012 with terms and conditions agreed for inspection and maintenance regime with NCC under Service Level Agreements and Agency arrangements. Play areas to transfer by 01/04/2013 and new Local Service Agreements to be completed. 20 year replacement policy adopted. Further negotiation regarding parks and playing fields expected during 2013.
	Public Toilets improvement of standards and availability	H	Site identified, plans prepared and planning application submitted but refused by NCC committee following objections. Capital and revenue costs available. Outcome of planning appeal awaited from Planning Inspectorate. Continued contribution from NCC for strategic visitor toilets.
	School Crossing patrol re-instated	L	NCC unable to recruit and employ suitable candidates willing to participate. Minimum arrangements at new school campus.
	Dedication Garden identified, planted and opened	L	Scheme implemented as agreed with NCC which undertook planting and tree replacement. Local "Friends Group" needs strengthening. Subsequent dedication requests in hand
	Leisure & community events	L	Publication and distribution of Events Leaflet for local people by end of March.

	Training & learning schemes	M	Partnership work essential from experts in field. Scheme established at Moor Estate through Bernicia and Northern Learning Trust.
	Environmental schemes	L	Works identified and implemented with NCC within budgeted resources.

This risk management assessment considered by the Town Council on 13 March 2013 and will be reviewed again within 12 months.

D Earl Town Clerk Newbiggin by-the-Sea Town Council

March 2012