BLAKELAW

NORTH FENHAM

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TOGETHER AS

COUNCIL

COMMUNITY

**Blakelaw and North Fenham Community Council**

**Risk Assessment and Management 2015/16**

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| Area | Risk | Level | Control *(and agreed improvements)* |
| **Assets** | Protection of physical assets | M | Computer equipment insured |
|  | Security of equipment | M | Clerks home is used as an office, all equipment and paperwork is locked away, contents insurance in place |
|  | Maintenance of Building | N/A | No building to maintain, currently use Blakelaw Neighbourhood Centre for meetings. The building is maintained by Blakelaw Ward Community Partnership |
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| **Finance** | Banking | L | Very few deposits and never cash deposits; cash in transit and petty cash insurance cover in place |
|  | Loss of petty cash through theft of dishonesty | L | No petty cash kept |
|  | Financial controls and records | M | Two signatories on cheques. Internal and external audit, insurance cover in place  Financial transactions checked periodically by two Community Councillors |
|  | Comply with Customs and Excise Regulations | M | VAT payments and claims calculated by Clerk and reviewed by internal auditor |
|  | Sound budgeting to underlie annual precept | M | Budgets prepared by Clerk based on previous years trends and known variations. Budgets regularly monitored and reported to Community Council for approval. Reserves policy established and monitored |
|  | Comply with borrowing restrictions | L | No borrowing likely at present |
| **Business Continuity** | Risk of Council not being able to continue business due to unforeseen circumstances | M | ***Chair updated on current issues regularly***  (b) Loss of computer records  ***Computer data is regularly backed up to external hard drive*** |
| **Liability** | Risk to third party, property or individuals | M | 1. Insurance in place for Public Liability, Personal Accident (for employees and members) and Libel and Slander risks 2. DBS checks in place for the majority of members |
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| **Employer Liability** | Comply with Employment Law | M | 1. Membership of NALC which provides updates on all relevant topics 2. City Council advice and updates 3. Employers Liability Insurance cover |
|  | Comply with Inland Revenue Requirements | M | Regular advice from Inland Revenue. Internal Auditor carries out annual checks |
|  | Safety of staff and visitors | M | Use of Blakelaw Neighbourhood Centre for meetings |
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| **Legal Liability** | Ensuring activities are within legal powers | M | Legal advice to be sought where necessary |
|  | Proper and timely reporting via the minutes | M | Council meets monthly and receives and approves Minutes of meetings. Minutes made available to press and public via the City Council web site |
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| **Councillor Propriety** | Register of Interests and gifts and hospitality in place | L | 1. Declarations of interest are on every Council meeting agenda 2. Register of interests is completed annually and on the introduction of a new member 3. Gifts and hospitality register maintained |

This Risk Management paper was considered by the Community Council on the 11th February 2016 and will be reviewed again in 12 months