BLAKELAW

NORTH FENHAM

**1**

TOGETHER AS

COUNCIL

COMMUNITY

**Blakelaw and North Fenham Community Council**

**Risk Assessment and Management 2020/2021**

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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, if not kept electronically, contents insurance in place |
|  | Maintenance of Building  | N/A | No building to maintain, currently use the Community Room at Moorland House for meetings. The building is maintained by Your Homes Newcastle – **Meetings are currently being held via Zoom** |
|  | Defibrillator  | M | Defibrillator is located on the outside of Moorland House, Blakelaw. It is securely attached to the outside of Moorland House and housed in a secure box. The Defibrillator has a guardian angel (residents) that checks the equipment on a weekly basis. |
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| **Finance** | Banking  | L | All banking is now done on line with very few deposits 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 | Online banking now being used as a preference rather than cheque payments. Online payment authorisation in place.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 and Chair 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
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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
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|  | Comply with Inland Revenue Requirements | M | Regular advice from Inland Revenue. Internal Auditor carries out annual checks  |
|  | Safety of staff and visitors  | M | Use the Community Room at Moorland House for meetings. The building is maintained by Your Homes Newcastle |
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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 are made public using the Community Council’s website. The Community Council are no longer able to upload minutes to Newcastle City Council’s web page but instead have a link from the City Council’s page to their own home website. |
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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
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Due to the COVID-19 Pandemic, the Risk Management paper was not considered by the Community Council at a meeting due to accessibility issues but instead was emailed to all Community Councillors who were asked to agree its contents. The Risk Management paper will be reviewed again in 12 months