

## LANDKEY PARISH COUNCIL RISK ASSESSMENT

Observed Risk	Risk Level	Risk Protection/Reduction
<p>1. GOVERNANCE: -</p> <p>(i) Councillor improperly or illegally elected</p> <p>(ii) Failure of Councillor to sign Members Code of Conduct/complete declaration of interest.</p> <p>(iii) Councillor Acting beyond his/her powers or acting illegally or dishonestly.</p> <p>(iv) Councillor Conducting himself/herself in a manner deemed inappropriate by the Council</p> <p>(v) Councillor injured while attending Council Business</p>	<p>(i) Low</p> <p>(ii) Medium</p> <p>(iii) Low</p> <p>(iv) Low</p> <p>(v) Low</p>	<p>(i) Candidate's Guide available to all. Application to be signed. Electoral Officer NDC has overall monitoring responsibility.</p> <p>(ii) Clerk to advise Council and NDC of any failure. Thereafter the matter is governed by Law.</p> <p>Councillors are given Code of Conduct upon election. Any failure to adhere to the code is brought before the Council and where necessary reported to NDC.</p> <p>Councillors are given Code of Conduct upon election.</p> <p>(v) Covered by Council's insurance.</p>
<p>2. COUNCIL CLERK: -</p> <p>(i) Appointment of inappropriate or incompetent Clerk</p> <p>(ii) Dishonesty of Clerk in conduct of Parish affairs</p> <p>(iii) Clerk fails to maintain proper records of council business</p> <p>(iv) Clerk failing to keep proper books of accounts</p>	<p>(i) Low</p> <p>(ii) Low</p> <p>(iii) Low</p> <p>(iv) Low</p>	<p>(i) Appointment is only after interview, checking of references and contact referees. Contract of Employment sets out Clerks duties/responsibilities.</p> <p>Council meets monthly and receives progress reports on all matters being dealt with by the Clerk</p> <p>(iii) Councillors can inspect the Clerk's records at any time and request the Clerk to produce documentation at monthly meetings.</p> <p>(iv) Books of accounts are available for inspection at monthly Council meetings. Internal Auditor inspects the books annually and the books are available for an annual external audit. Records are also available for parishioners to examine. The Clerk gives an financial report at the annual Parish Meeting</p>

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(v) Clerk fails to advise Council of its statutory rights, duties or responsibilities	(v) Low	(v) Clerk is under instruction to advise Council of all changes notified by NDC or any other statutory body
(vi) Clerk fails to carry out the instructions of Council	(vi) Low	(vi) Actions of the Clerk are reviewed monthly by the Council
(vii) Dishonesty or negligence in relation to the Council's money (inc. cash) and assets	(vii) Low	(vii) All cheque payments must be signed by 2 Councillors. Internal audit examines the records annually. External Auditor conducts annual review
(viii) Clerk acting beyond their authorised powers	(viii) Low	(viii) Level of authorised powers is laid down by the Council and reviewed for any matter where the Clerk is given discretion.
(ix) Clerk injured in the course of carrying out his/her duties	(ix) Low	(ix) Covered by Insurance
<b>3. COUNCIL'S EMPLOYEES/CONTRACTORS OTHER THAN THE CLERK</b>		
(i) Inappropriate Behaviour	(i) Low	(i) References are obtained and employment is probationary until ability is proven
(ii) Incompetent Work	(ii) Low	(ii) Dismissal available in accordance with contract employment and current employment law. Insurance protection is reviewed
(iii) Exceeding the given authority	(iii) Low	(iii) Clear verbal/written instructions given provided by the Clerk. Contract of employment deal with discipline.
(iv) Injury arising during employment	(iv) Low	(iv) Employers liability insurance cover
<b>4. COUNCILS ASSETS/THIRD PARTY LIABILITY</b>		
(i) Assets	(i) Medium	(i) Covered by Insurance. Annual Play Equipment Inspections and regular inspections by Councillors
(ii) Claims in respect of injury or loss by any member of the public by reason of contact	(ii) Medium	(ii) Careful consideration by the Council in view of

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with or use of any Council asset		increasing litigation. The assets used are regularly checked to ensure good condition. Public liability cover.
5. THIRD PARTY LIABILITY – GENERAL (i) Claim by any member of the public or organisation based upon alleged inappropriate conduct of Council	(i) Low	(i) Covered by Insurance
6. INVESTMENT POLICIES (i) Loss of any funds by inappropriate investment	(i) Low	(i) Take financial advice, if appropriate and do not invest in accounts that Charities would not invest in.