

Lesbury Parish Council

Risk Assessment Register

Risk Title	Risk Description	Risk	Description of mitigating factor or control in place	Lead Person
Operational	Poor standards of customer care and satisfaction		Parish Councillors vote on all decisions, actions and works undertaken by the PC. PC Elections are held every 4 years so that parishioners can vote for who represents them on the PC. Any PC vacancies are advertised in PC noticeboards inviting parishioners to apply. An Annual Parish Meeting is held where residents have the opportunity to voice any concerns. Members of the public are invited to attend and given the opportunity to speak at every monthly PC meeting.	Chairman / Clerk
	Increased devolvement of services from NCC to PC		Increased strain and stress placed on PC as NCC may continue to devolve further services to PC level	ALL
	Loss of key people (Chairman, Vice Chairman, Parish Clerk)		Maintain good communication, support and motivation through the help of NALC and NCC	Chairman / Clerk
	Loss of Parish Councillors		Maintain good communication, support and motivation through the help of NALC, SLCC and NCC	Chairman / Clerk
Compliance	Non-compliance with legislation		Member of NALC and SLCC for advice and guidance on legal requirements	Chairman / Clerk
	Ensure all necessary insurances are in place		Local Council Insurance Policy with Zurich Municipal which is reviewed and renewed annually. Additional services devolved from NCC to PC (bus shelters, public seats and provision of bins) added to asset list held by the insurance company. Any future additions or changes to be also updated accordingly.	Chairman / Clerk
Financial	Managing and meeting budget		Monitor income and expenditure, all financial decisions agreed at PC meeting, budgets to be set and adhered to.	ALL
Environmental and External Factors	Emergency Planning		Emergency Planning the responsibility of NCC. PC to assist NCC whenever, wherever and however possible.	ALL
Governance	To ensure suitable governance is in place and adhered to		Governance in place as per NALC's advice. Model Code of Conduct adopted in July 2012, Standing Orders, Financial Regulations, Publication Scheme, FOI Policy, Document Retention Schedule, Risk Assessment Register, Complaints Procedure and Grievance/Disciplinary Procedures all adopted on 26 February 2013. GDPR related policies adopted on 23 April 2019.	ALL

This risk register was approved at a meeting of Council on 26 February 2013 and is effective as of that date. The register will be reviewed periodically.

Councillor Tom Wilson Chairman, Lesbury Parish Council

Approved by Council 26.02.2013

Lesbury Parish Council reviewed and accepted this Risk Register with no amendments at a further meeting of the Council held on 24 May 2016.