



LEYBURN TOWN
COUNCIL

RISK MANAGEMENT STRATEGY



5/20/2024 | Charlotte Smith

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Introduction

1.1 This document forms Leyburn Town Council's Risk Management Strategy.

It sets out:

- What risk management is;
- Why the Town Council needs a risk management strategy;
- The Town Council's philosophy on risk management;
- The risk management process;
- Roles and responsibilities;
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Town Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

2. What Risk Management is

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety *but* applies to all aspects of the Town Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Town Council, loss of public confidence, in a worst case scenario Government intervention.

Compliance Risk – Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk – Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Town Council reserves.

Operating Risk – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 These risks can be broken down further into specific areas which could impact on the achievement of the Town Council's strategic objectives and day-to-day delivery of services:

Financial – Those affecting the ability of the Town Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload;

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Town Council's ability to deliver its strategic priorities;

Technological – Those associated with the capacity of the Town Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. This includes the consequences of internal failures on the Town Council's ability to deliver its objectives;

Legal – The ability of the Town Council to meet legislative demands affecting breaches of legislation (UK & EU);

Environmental – Those relating to the environmental consequences of progressing the Town Council's objectives in terms of energy-efficiency, pollution, recycling, emissions etc;

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Town Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;

Human Resources – Those associated with the professional competence of staff; training and development; over-reliance on key personnel; ineffective project management; recruitment and selection issues;

Organisational – Those associated with the review of services and delivering continuous improvement;

Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets;

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding poor public and media relations.

Not all of these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

- 2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why the Town Council needs a Risk Management Strategy

- 3.1 Risk management will strengthen the ability of the Town Council to achieve its objectives and enhance the value of services provided.

- 3.2 The Risk Management Strategy will help to ensure that all Committees and service areas have an understanding of risk and that the Town Council

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adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

- 3.3 Strategic risk management is an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Leyburn Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Town Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Town Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – The circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – Loss control measures are implemented to reduce the impact/likelihood of the risk occurring;

Transfer – The financial impact is passed to others e.g. by revising contractual terms;

Sharing – The risk is shared with another party;

Insuring – Insure against some or all of the risk to mitigate financial impact; and

Acceptance – Documenting a conscious decision after assessment of areas where the Town Council accepts or tolerates risk.

5.2 Risk Register

The Strategic Risk Register (*Appendix A*) will be regularly refined and updated as part of this Risk Management Strategy.

5.3 Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Strategy & Risk Register will be reviewed at least annually by the Clerk and the full Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.4 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Town Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of

events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

*Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following scoring: **Low, Medium, High***

*Where a residual risk is low further action will only be taken where it is viable to do so. Medium risks will be addressed within the next **3 to 6 months**. High risks will require action as soon as possible.*

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Town Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 **Councillors** – Risk management is seen as a key part of Councillors' stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:

- i) Approval of the Risk Management Strategy;
- ii) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- iii) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- iv) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager or the Clerk.

6.4 **The Clerk & RFO** – will act as the lead officer on risk management, assisted by the Deputy Town Clerk, and be responsible for overseeing the implementation of the Risk Management Strategy. The Clerk will:

- i) Provide advice as to the legality of policy and service delivery options;
- ii) Provide advice on the implications for service areas of the Town Council's

- strategic aims and objectives;
- iii) Update the Town Council on the implications of new or revised legislation;
 - iv) Assist in handling any litigation claims;
 - v) In consultation with the Town Council's external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
 - vi) In consultation with the Town Council's external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
 - vii) Assess and implement the Town Council's insurance requirements;
 - viii) Assess the financial implications of strategic policy options;
 - ix) Provide advice on budgetary planning and control;
 - x) Ensure that the financial information systems and processes allow effective budgetary control;
 - xi) Ensure the Town Council's Risk Register is maintained;
 - xii) Effectively manage the Town Council's investment and loan portfolio.

6.5 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Town Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Town Council in identifying both its financial and operational risks and seeks to assist the Town Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

The Town Council will appoint the internal auditor annually and will ensure that the person/company appointed is competent to do the work required.

6.6 **Training** – Councillors and employees will attend risk management training where available. The aim will be to ensure that both councillors and staff have the skills necessary to identify, evaluate and control the risks associated with the services the council provides.

6.7 In addition to the roles and responsibilities set out above, the Town Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7. Future Monitoring

- 7.1 **Review and future development of Risk Management Strategy** – This Strategy will be overseen & reviewed annually by the whole council.

8. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Town Council. It will assist in demonstrating that the Town Council is committed to continuous service improvement and effective corporate governance.

Prepared by Mrs C Smith,
Clerk & Responsible Finance Officer

February 2022

Adopted by the Council: Monday 21st February 2022.

Reviewed

May 2024

LEYBURN TOWN COUNCIL

Strategic Risk Register

Introduction

The Strategic Risk Register sits under the Town Council's Risk Management Strategy 2022; the purpose of the Strategic Risk Register is to ensure that Leyburn Town Council is aware of its risks and has a strategy to manage these risks. The Town Council recognises that it has a responsibility to manage internal and external risk and is committed to the implementation of a Risk Management Strategy.

This Risk Management Strategy aims to ensure that the Town Council protects the public, employees, assets, liabilities and reputation from risk and potential losses. The Strategy recognises that risk management applies to all aspects of the Council's work and is essentially a feature of good governance.

The Risk Register is a record of identified risks and will be reviewed on an annual basis, the scheme is also a working document and risks will be added/amended or deleted as needed should circumstances change or give rise to the need to re-assess the Council's control measures. The Register is further supplemented with additional assessments regarding specific activities undertaken during the normal working year.

The Town Council is following the process of Identification, Quantification, Probability, Impact and mitigation in identifying and managing its risks. In attempting to mitigate risk the Town Council will; Eliminate the risk, Reduce the risk, Transfer the risk, Share the risk or Insure the risk.

There is a final option for the Council, to decline the risk and not undertake the activity.

The Town Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified.

CATEGORY/ AREA Description of Risk	Risk	Impact	Probability	Controls	Actions
BUSINESS CONTINUITY					
Loss of staff	1. Risk of Council not being able to continue its business due to unexpected circumstances.	Moderate	Med/ High	<ul style="list-style-type: none"> Succession planning in place Staffing Committee to manage staff welfare, training & reviews 	<ul style="list-style-type: none"> Develop regular reviews of staff performance and working relationship with the council. High risk of not keeping staff if a stable working environment is not established.
Loss of IT		Moderate	Low	<ul style="list-style-type: none"> System backed up to the cloud, external ICT support provider, antivirus software, budget available for new hardware. 	<ul style="list-style-type: none"> Annual testing of 'restore' process
Loss of buildings		Moderate	Low	<ul style="list-style-type: none"> Option to move to another site/work from home, information (ICT) stored off site. Buildings insured and business losses. 	<ul style="list-style-type: none"> Add to Business Continuity Plan (BCP).
Business Interruption		Significant	Low	<ul style="list-style-type: none"> The Council has a separate Business Continuity Plan (BCP) Option to move to another site/work from home, information (ICT) stored off site. Insured for business losses 	<ul style="list-style-type: none"> Keep under review Add to BCP plan.
GOVERNANCE					
Governance Documents	1. Interrupt operations if not current & following best practice. Some are legal requirement.	Minor	Med	<ul style="list-style-type: none"> Council undertaking a review in line with best practice. 	<ul style="list-style-type: none"> Complete review of policies and core documents ASAP.
Challenge from public		Minor	Med	<ul style="list-style-type: none"> Standing orders in place 	<ul style="list-style-type: none"> No action needed
Reputation of the Council – libel/legal proceedings		Moderate	Med	<ul style="list-style-type: none"> Trained and experienced officers, communication policy, members Code of Conduct. Libel & Slander Insurance (£250,000) 	<ul style="list-style-type: none"> Keep under review

Legislation – General Power of Competence	1. Acting without proper statutory powers	Moderate	Low	<ul style="list-style-type: none"> Need to have CiLCA qualified Clerk- ensure that at least one member of staff holds the clerks’ qualification. 	<ul style="list-style-type: none"> No action required Existing procedure adequate
Legal Powers	1. Acting Ultra Vires 2. Illegal activity and/or payments	Moderate	Med	<ul style="list-style-type: none"> Clerk and Councillor training. All activity and payments resolved/agreed and all actions of the Town Council noted in the Minutes presented to all members. The Town Council has General Power of Competence. 	<ul style="list-style-type: none"> No action required Existing procedure adequate
GDPR – Data protection	1. Non-compliance with Data Protection Act & GDPR statutory requirements. 2. Inadequate policy and process for handling any requests received. 3. Entry on the national Register of Data Controllers becomes out-of-date. 4. Risk of disclosure of personal information.	Moderate	Low	<p>The Council is bound by and adheres to the legal requirements of both the Data Protection Act 2018 and General Data Protection Regulation (GDPR).</p> <ul style="list-style-type: none"> Codes of Conduct & Data Protection policy in place. Clerks/RFO and members undertaken training. The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller. Data/ information audit complete and reviewed regularly. Privacy notices available on website Consents log. Document retention and disposal policy adopted. 	<ul style="list-style-type: none"> Annual review of Data Policies. Develop a security incident procedure/policy.
Freedom of Information	1. Non- compliance with Freedom of Information Act statutory requirements 2. Inadequate policy and process for handling any requests received.	Moderate	Low	<ul style="list-style-type: none"> Council has a Model Publication scheme available on the website and hard copy from the Clerk. Responses to be accurate and timely. The Town Council has received several requests under this legislation and the implications in terms of hours required to process and satisfy any request can be both significant and costly. 	<ul style="list-style-type: none"> Develop Freedom of Information request policy

<p>Members Interests</p>	<ol style="list-style-type: none"> 1. Conflict of interests/Members acting outside of Nolan Principals. 2. Conflicts of interest are not properly declared and/or recorded. 3. Registers of interests are not up-to-date, inaccurate or misleading. 	<p>Minor</p>	<p>Med</p>	<ul style="list-style-type: none"> • A standing item on the Agenda serves as a reminder to Councillors to declare pecuniary interests and conflicts of interest in meetings. • Registration of interests by members on prescribed forms. • Register of members interest forms are reviewed by Councillors, particularly when personal circumstances alter. • Responsibility of individual member to declare said interests. • Register of interests forms displayed on Town Councils website. 	<ul style="list-style-type: none"> • Accept the risks. It is the responsibility of each councillor to conduct himself/herself in a way that precludes the risk becoming Manifest.
<p>Statutory Obligations regarding documents (Minutes, Agendas etc.)</p>	<ol style="list-style-type: none"> 1. Are inaccurate, incomplete, not comprehensive and/or fail to follow statutory requirements and published guidelines. 2. Loss of Minutes 3. Lack of transparency 	<p>Minor</p>	<p>Low</p>	<ul style="list-style-type: none"> • Agendas and notices are produced by the Clerk in the prescribed manner and adhere to legal requirements. • Agendas are produced in consultation with the Chairman and published in accordance with statutory timescales. • Agendas and Minutes are displayed according to legal requirements. • Minutes produced in the prescribed manner by the Clerks and adhere to legal requirements. • Minutes are approved, signed and dated at the next meeting of the Council/Committee. • Minutes are held in TC's office and archived in safe room. • More recent minutes on website & backed up to the cloud. • Minutes and Draft Minutes available in office and on the Website. 	<ul style="list-style-type: none"> • No action required. • Existing procedure adequate. • Continue to update the website regularly.
<p>Council Records - Electronic and</p>	<ol style="list-style-type: none"> 1. Loss through e.g., theft, fire, damage and/or ICT corruption. 	<p>Moderate</p>	<p>Low</p>	<ul style="list-style-type: none"> • Current and Parish Council records from more recent years are stored at office at Thornborough Hall. All files are stored in the Dropbox which is 	<ul style="list-style-type: none"> • Accept but monitor the risks. • Damage, apart from fire, is low risk and acceptable. Theft is extremely unlikely. Other risks are necessarily

Hard Copy				cloud hosted. <ul style="list-style-type: none"> Older material is deposited in the safe room. 	acceptable as there is no obvious alternative.
Meetings	1. Adequacy and appropriateness of venues for needs of Council and inaccessible for members of the public. 2. Health and safety of Premises.	Minor	Low	<ul style="list-style-type: none"> All meetings of Leyburn Town Council are held in the Oak Room, Thornborough Hall, Leyburn which has adequate facilities for the hosting of meetings. Any health and safety concerns are the responsibility of the Thornborough Hall Committee 	<ul style="list-style-type: none"> No action required Accept the risks. Existing locations Adequate.
Confidential Matters	1. Items not accurate and Legal.	Moderate	Med	<ul style="list-style-type: none"> On Agenda but confidential minutes are not public 	<ul style="list-style-type: none"> Need to ensure minutes of confidential items are public minutes but do not reveal confidential Information.
Health & Safety		Moderate	Low	<ul style="list-style-type: none"> Individual Risk Assessment for activities, training, inspections regimes, testing, professional contractors. Insurance 	<ul style="list-style-type: none"> Annual review of Risk Assessments
Safeguarding		Minor	Low	<ul style="list-style-type: none"> Relevant staff DBS's, awareness training. 	<ul style="list-style-type: none"> Develop safeguarding policy Check DBS's requirements
Insurance	1. Adequate- Insurance provision inadequate for the risk identified 2. Cost prohibitive- best value practice not undertaken	Moderate	Low	<ul style="list-style-type: none"> Insurance cover is subject to an annual review by the Council to ensure it is adequate, includes all relevant assets and provides for appropriate risk. Cost of insurance provision and service provided by said provider reviewed annually. 	<ul style="list-style-type: none"> No action required Existing procedure adequate
Contract Awards	1. Compliance with legislation/ governance documents.	Minor	Low	<ul style="list-style-type: none"> Standing orders/ Financial Regulations Prepare specification, determine on price and quality. 	<ul style="list-style-type: none"> Annual review
Asset Register	Risk if assets not properly recorded & valued	Moderate	Low	<ul style="list-style-type: none"> Asset Register on scribe is updated and reviewed annually. 	<ul style="list-style-type: none"> No action required Existing procedure adequate

Internal Audits	<ol style="list-style-type: none"> 1. Failure to secure Internal Audit 2. Non-compliance with audit requirements 	Minor	Low/ Med	<ul style="list-style-type: none"> • Prepared Audit Brief. Requested proposals/quotes. • requirement in Financial Regulations that Council must agree response to each recommendation. 	<ul style="list-style-type: none"> • Need to appoint Internal Auditor at the mid-year to secure audit.
Annual Governance and Accountability Return (AGAR)	<ol style="list-style-type: none"> 1. Not submitted on time. 2. Failure to adhere to audit requirements. 3. Errors in records/submission. 4. Failure to publicise accounts. 	Minor	Low	<ul style="list-style-type: none"> • The Council has Financial Regulations which set out the requirements in addition to those defined by the statutory audit process. Guidelines and help available ensure risks associated with the process are minimal. Similarly, there is a low risk of errors given Council financial monitoring and management procedures. The AGAR is scrutinised by both the Council and internal auditor prior to submission to the external auditor. • Any errors or omissions would result in minor fines 	<ul style="list-style-type: none"> • Accept the risks. Existing procedures effective and adequate.
Councillors	<ol style="list-style-type: none"> 1. Act inappropriately and beyond their legal boundaries 2. Lack of transparency 3. Lack of membership/quorum 	Moderate	High Med Low	<ul style="list-style-type: none"> • Clerk responsible for ensuring Declaration of office signed and Code alongside starter pack given. Members responsible for declaring interests. Council encourages councillors to participate in work. • Declaration of interest forms displayed on Website. • Attendance and apologies recorded for meetings. Care over quorum. • Town Clerk responsible for notifying casual vacancies to District Council and advertising in accordance with legislation. 	<ul style="list-style-type: none"> • Member Officer Protocol in place

FINANCE

Precept	<p>1. Precept may be inadequate</p> <p>2. Precept may be excessive</p> <p>3. Precept requirement not submitted/ requirement not received by District Council</p>	Significant	Low	<ul style="list-style-type: none"> • The Town Council determines the precept requirement when setting an annual budget at its December/January meeting ahead of the new financial year. There is a low risk that budget information is not correct or not up to date. Ultimately, control rests with the Town Council, which is answerable to the electorate, through effective financial management and forecasting • Precept established by reference to budget developed by the RFO and subsequently considered/approved by the Council. The budget is developed by reference to previous year's actuals, projected and budget figures and in consideration of firm figures for set contracts & future projects. . • The Council receives monthly budget reports on the net position- this monthly information and budget monitoring allows Council to estimate standing costs and costs of projects for the subsequent years. • Precept demand Submitted to Richmondshire District Council in January following Districts request. • Precept received in one payment on 30th April. 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate
Precept capping	1. Risk of a cap coming into force in the near future.	Significant	Med/High	<ul style="list-style-type: none"> • Ensure the Council has an earmarked funds and reserves policy. 	<ul style="list-style-type: none"> • Develop reserves policy • Develop medium term financial plan
Financial Failure	1. Inadequate funds to cover financial outgoings.	Significant	Low	<ul style="list-style-type: none"> • Financial Regulations in place, regular financial • Reporting. 	<ul style="list-style-type: none"> • Keep under review

				<ul style="list-style-type: none"> • Audit process. 	
Financial loss/fraud		Significant	Low	<ul style="list-style-type: none"> • Financial Regulations, trained staff, segregation of duties, authorisation process, financial reporting, audit process, • Requirements of Fidelity Guarantee within insurance provision. • Fidelity Insurance Cover £250,000. • Regular checks and internal controls on financial activity 	<ul style="list-style-type: none"> • Keep under review
Bank & Banking	<ol style="list-style-type: none"> 1. Inadequate checks of bank transactions. 2. Mistakes. 3. Loss. 4. Charges incorrect 	Moderate	Low	<ul style="list-style-type: none"> • The Council Financial Regulations set out the requirements for banking, cheques, payments, electronic banking and the reconciliation of accounts. • Financial Regulations are reviewed annually. • Trained staff, segregation of duties, • Financial reporting alongside regular bank reconciliation statements produced, at each Council meeting such that any problems, albeit rare, can be identified and resolved at the earliest. • Bank statements are checked monthly as a minimum, In practice, the Clerk checks more frequently on-line. • Annual audit process ensures that proper accounting processes are kept. 	<ul style="list-style-type: none"> • Keep under review • Accept the risks. Existing procedures effective and adequate
Cash	<ol style="list-style-type: none"> 1. Fraud by staff- loss through, theft or dishonesty 	Moderate	Med	<ul style="list-style-type: none"> • Financial Regulations are followed • Trained staff • Cash is counted with 2 members present. • Segregation of duties • Cash is banked on the date of receipt or locked in secure safe (There is no petty cash or float). 	<ul style="list-style-type: none"> • Accept the risks. Existing procedures effective and adequate.

				<ul style="list-style-type: none"> • All cheques must be signed by two councillors. The risks are low. • Fidelity insurance is in place cover Limit for Any One Claim £250,000. • Insurance cover in place for holding of cash in secure safe on site. • Regular monthly financial reporting & bank reconciliations • Audit process in place. 	
Goods & Services	<ol style="list-style-type: none"> 1. Goods not supplied but invoiced. 2. Cheque payable incorrect 3. Invoices incorrect. 4. Unpaid invoices. 5. Loss of stock 	Minor	Low	<ul style="list-style-type: none"> • Financial Regulations and Standing Orders set out the requirements for the ordering of supplies and services, and procedures for dealing with invoices and payments. • No payment is made for goods not received or services not supplied. • All invoices are checked for accuracy. • Payments must be authorised by the Council, with cheques and invoices requiring a minimum of two signatories. • The Council generally does not hold stock but buys in as required. • Any unpaid invoices are chased and there is a debtor's policy in place. • Council meeting includes a agenda item payments for the potential approval of councillors 	
Debit Card	<ol style="list-style-type: none"> 1. Loss of card 2. Fraudulent use 	Moderate	Low Med	<ul style="list-style-type: none"> • The card is stored in a locked cabinet when not on the person of the Clerk. Card details are not stored on any online sites. • Additional level of security activated for all online transactions (double authorisation). • Account is reconciled every month. 	
Financial Reporting and Auditing	<ol style="list-style-type: none"> 1. Information is inaccurate, inadequate, not up-to-date and/or misleading. 	Moderate	Low	<ul style="list-style-type: none"> • A report on the current financial position is presented to each Town Council meeting for scrutiny and consideration which includes a review 	<ul style="list-style-type: none"> • List all Payment items over £500 on website.

	<ol style="list-style-type: none"> 2. Communication is ineffective and/or confused. 3. Poor and inefficient internal auditing. 4. Ineffective external auditing. 			<p>of the net position & any variances.</p> <ul style="list-style-type: none"> • Monthly situations are approved by the Town Council, alongside the regular payments & receipts. • Subject to examination by the internal auditor and then external auditor. • The resultant position is then, as required by law, made available to the public. 	
Financial Recording	<ol style="list-style-type: none"> 1. Records are inadequate, inaccurate and/or not up to date. 2. Financial irregularities. 	Moderate	Low Low	<ul style="list-style-type: none"> • Bank reconciliations and payments/receipt schedules are produced for each meeting and payments approved. Analyses of budget vs. actual are also provided periodically. • Records are reported as above and managed by the RFO according to detailed Financial Regulations (based on those produced by NALC). • The Regulations are reviewed each year. • Financial recording is subject to comprehensive annual scrutiny by the Council's internal auditor before submitted for external audit. 	<ul style="list-style-type: none"> • Review of the councils internal control measures. • Accept the risks as the situation is monitored regularly. Existing procedures effective and adequate.
Salaries and PAYE	<ol style="list-style-type: none"> 1. Salary paid incorrectly. 2. Wrong hours paid. 3. Wrong rate paid. 4. PAYE not paid to HMRC on time. 	Minor	Low	<ul style="list-style-type: none"> • Salaries are subject to annual review by the Council, and RTI schedule alongside the pension's monthly report inspected by two councillors (bank signatories) prior to payments being made • Time sheets kept. • The Council is registered as an employer with HMRC whose on-line real-time PAYE facility is operated by the Clerk. • PAYE is paid by Direct Debit. • There is a risk of payments being late 	<ul style="list-style-type: none"> • No action required • Accept the risks. Existing procedures effective and adequate.

				<p>if there is an issue with the DD which would trigger fines by HMRC. However, this is not a serious risk.</p> <ul style="list-style-type: none"> • HMRC PAYE payments shown on the payments report. 	
Grants	1. Council does not monitor income (Grants received or Loans)	Minor	Low	<ul style="list-style-type: none"> • All loans and grants received are discussed and their expenditure is approved by the Council. 	<ul style="list-style-type: none"> • Accept the risks
Best Value Accountability	<p>1. Work awarded incorrectly</p> <p>2. Overspend on services</p>	Moderate	Low	<ul style="list-style-type: none"> • The Council practice requires the seeking of more than one quotation for any significant work required to be undertaken or goods purchased. • For more substantial contracted services, competitive tenders would be sought. • All procedures are set out in Standing Orders and Financial Regulations. 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate.
VAT	<p>1. Council does not claim back appropriate VAT.</p> <p>2. Council does not charge appropriate VAT.</p>	Minor	Low	<ul style="list-style-type: none"> • Financial regulations set out requirements • VAT returns made quarterly – submitted digitally through the accounts software. • Audit process- Internal Auditor checks Annually. • Refunds from HMRC for reclaimed VAT noted in the monthly receipts lists. • VAT incurred displayed in separate column on scribe. 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate.
Annual Return (HMRC)	1. Submission within time frame limits to avoid financial penalties	Minor	Low	<ul style="list-style-type: none"> • Employers Annual Return to HMRC completed and submitted online within the required time frame by the Clerk/RFO, 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate.
Annual Return (to external auditors)	1. Submission within time frame limits to avoid financial penalties	Minor	Low	<ul style="list-style-type: none"> • Figures for Annual Return presented to the Council for approval and signing. • Subsequently sent to internal auditor for completion and signing before 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate.

				being sent for External Audit.	
Public Liability	1. Adequacy 2. Costs 3. Compliance	Moderate	Low Low Low	<ul style="list-style-type: none"> Council has agreed a 3-year arrangement with an insurance provider and reviews content at least two months prior to renewal. New assets are added to the policy immediately. Insurance cover (Employers Liability GBP 10,000,000, Public Liability GBP 15,000,000, Products Liability GBP 15,000,000) 	<ul style="list-style-type: none"> Keep under review
Unbudgeted costs	1. Inadequate funds to cover costs	Moderate	Med	<ul style="list-style-type: none"> Earmarked reserves policy, financial reporting, ensure projects reviewed, costed and reported. 	<ul style="list-style-type: none"> Review earmarked reserves annually Develop a reserves policy
Medium Term Financial Plan	1. Inadequate funds to cover costs	Moderate	Med/High	<ul style="list-style-type: none"> Need to plan for longer term. 	<ul style="list-style-type: none"> Develop Medium Term Financial Plan linked to Council Strategy.
Election Costs	1. Costs. 2. Opportunity costs should no persons come forward to fill vacancies.	Moderate	Med	<ul style="list-style-type: none"> There is no guarantee that any councillor vacancy, even in an election year, will require a formal ballot. Ahead of an election year, such costs are budgeted. In between election years any vacancy may incur costs for which there is no planned provision. 	<ul style="list-style-type: none"> No further action required existing procedures effective and adequate Accept the risks but ensure that action is taken, especially in election years, to advertise opportunities - not least, to enhance and encourage the local democratic process.
Charges Cemetery	1. Plot Allocation 2. Receipt of fees	Minor	Med	<ul style="list-style-type: none"> Cemetery rates reviewed annually Burial records now held on scribe Cemetery and backed up digitally. Regular updates of Burial Register, Checked with documentation. 	<ul style="list-style-type: none"> No further action required
Income from Oak Room Bookings	1. Inadequate income to cover costs	Minor	Med	<ul style="list-style-type: none"> Room hire rates reviewed annually 	<ul style="list-style-type: none"> Keep under review
Income from Market	1. Inadequate income to cover costs	Minor	Med	<ul style="list-style-type: none"> Market rental rates & electric fees reviewed annually 	<ul style="list-style-type: none"> Keep under review
Administration of Accounts	1. Receipt arrangements. 2. Invoices may not be sent out in timely manner or	Minor	Med	<ul style="list-style-type: none"> Internal controls in accordance with Financial Regulations. Receipts entered into scribe weekly- 	<ul style="list-style-type: none"> No further action required

	not at all.			<p>these are checked against the bank reconciliation each month.</p> <ul style="list-style-type: none"> • Invoices prepared on scribe accounts monthly. • Debtor's policy in place to ensure recovery of unpaid invoices. 	
Town Vision	1. Unable to take forward key priorities highlighted by the town plan.	Minor	Med/High	<ul style="list-style-type: none"> • Limited commitment to delivery groups and partnership • working with community 	<ul style="list-style-type: none"> • Review delivery, recognise in a council Strategy and include in a Business Plan.
Corporate Strategy	1. Lack of clear direction & allocation of resources.	Moderate	Med/High	<ul style="list-style-type: none"> • Some good ideas on future but no real agreement & • evaluation 	<ul style="list-style-type: none"> • Review Strategy
Business Plan	1. Unable to implement Strategy.	Moderate	Med/High		<ul style="list-style-type: none"> • No current plan in place • Develop a Business Plan to show how Strategy is to be implemented & linked to budget.
Additional functions in future	<ol style="list-style-type: none"> 1. Will needs & wishes of town be identified? 2. Will Town Council be prepared to fill gaps and take on additional functions when the Unitary Authority forms? 	Moderate	Med		<ul style="list-style-type: none"> • Need to bring proposals out through Strategy. • Need risk assessment on new functions and allocate resources ready.
BUILDINGS					
Maintenance	<ol style="list-style-type: none"> 1. Building gets into disrepair 2. Additional unbudgeted costs 	Moderate	Med/High	<ul style="list-style-type: none"> • Maintenance schedule, • develop replacement • schedule, contracts in place, • budget provision for • maintenance and controlled • replacement 	<ul style="list-style-type: none"> • Develop a maintenance schedule for Thornborough Hall • Continue to review and monitor service charges to maintain budget provision • Keep under review
Access	1. Interruptions to business	Minor	Medium	<ul style="list-style-type: none"> • Keys controlled, booking diary is online and available remotely. 	<ul style="list-style-type: none"> • Keep under review
Fire	<ol style="list-style-type: none"> 1. Damage to premises 2. Risk to third parties 3. Business interruption 	Significant	Low	<ul style="list-style-type: none"> • Fire alarms & fire extinguishers checked regularly • contract, regular PAT & fixed wiring testing. 	<ul style="list-style-type: none"> • Annual review

Legionella	1. Risk to third parties	Minor	Low	<ul style="list-style-type: none"> Health and Safety Guidance document L8 compliant control measures in place . In the event of an outbreak the facilities will be closed. 	<ul style="list-style-type: none"> Review- Staff Training needed
Asbestos	1. Risk to third parties	Minor	Low	<ul style="list-style-type: none"> Asbestos register in place Areas con training asbestos monitored and any damage reported by the clerk to the council. 	<ul style="list-style-type: none"> Keep under review Accept the risks as the situation is monitored regularly. Existing procedures effective and adequate.
Theft	1. Destruction, vandalism, accidental damage or theft. 2. Injury.	Moderate	Low	<ul style="list-style-type: none"> Security system, tested and maintained (ensure all buildings are secure), valuables kept in safe, legal documents kept in safe room 	<ul style="list-style-type: none"> Annual review
Damaged by users	1. Destruction, vandalism, accidental damage or theft. 2. Injury.	Moderate	Low/ Med	<ul style="list-style-type: none"> Hires Liability Insurance (£2m) Action is also taken at the earliest when assets are reported as damaged or in need of repair. 	<ul style="list-style-type: none"> Keep under review Accept the risks as the situation is monitored regularly. Existing procedures effective and adequate. Risks mitigated by insurance where appropriate and possible.
PLAY AREAS					
Maintenance & Play Equipment	1. Damage to equipment. 2. Injury to third party	Significant	Low/Med	<ul style="list-style-type: none"> Weekly visual inspections carried out. Inspections are logged and recorded. Quarterly operational and maintenance inspection undertaken to ensure play facilities are well maintained and repaired as required. Annual (ROSPA) inspections (by trained individual) of play areas. Clerk possesses emergency powers to deal with urgent repairs. Third party (Public) liability insurance and equipment insured. 	<ul style="list-style-type: none"> No further action required.
Environmental hazards (litter/fouling)	1. Risk to third parties	Minor	Low	<ul style="list-style-type: none"> Weekly litter picking by contractors. No dogs permitted in the play areas- signage in place. 	<ul style="list-style-type: none"> Keep under review Consider Cleansing Schedule

TREES					
Management	1. Damage to equipment. 2. Risk to third parties.	Minor	Low/High	<ul style="list-style-type: none"> Regular inspection by grounds maintenance contractor picks up ongoing issues. Any report from members of the public acted on swiftly. Clerk possesses emergency powers to deal with urgent maintenance work. 	<ul style="list-style-type: none"> Develop annual inspection regime. Open spaces provision to be considered by the Council alongside: Tree management policy, Tree register, Regular inspections by qualified and experienced contractor/ individual, update risk assessments
Maintenance	1. Possible danger to third parties from: low hanging branches, dead wood falling, dropping branches and collapse	Moderate	Low/High	<ul style="list-style-type: none"> Third Party Liability Insurance. 	<ul style="list-style-type: none"> Develop tree management policy List of suitable qualified and experienced contractors. Dead, Dying and Dangerous, Tree management policy, An annual tree survey by arboriculturist provides a risk-based report on which the Council may act.
OPEN SPACES					
Maintenance	1. Injury to third parties	Minor	Low	<ul style="list-style-type: none"> Regular inspections, report logging, appropriate contractors, work schedules Areas kept well maintained, grass and bushes cut back. Weekly walk through by clerk (or nominated councillor(s)). Any reported problems acted upon quickly 	<ul style="list-style-type: none"> Contract monitoring
Litter	1. Injury to third parties	Minor	Low	<ul style="list-style-type: none"> Regular inspections, report logging, appropriate contractors, work schedules Staff issued PPE 	<ul style="list-style-type: none"> Contract monitoring
Benches & Street Furniture	1. Damage to item/injury to third party.	Minor	Low	<ul style="list-style-type: none"> Regular inspection to identify any items needing repair or replacement, budget for provision in place. 	<ul style="list-style-type: none"> No action required Existing procedure adequate.

(benches/bins)				<ul style="list-style-type: none"> • Memorial dedication policy in place to ensure that maintenance of memorial benches/trees is the responsibility of the family. • Clerk possesses emergency powers to deal with urgent maintenance work. • Third party liability insurance and furniture insured. 	
Notice Boards	1. Damage to item/injury to third party	Minor	Low	<ul style="list-style-type: none"> • Insurance and maintenance. • Clerk to inspect when putting up notices 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate.
Defibrillators	<ol style="list-style-type: none"> 1. Loss, e.g., fire or damage. 2. Failure to operate on demand. 3. Potential litigation if failure to operate 	Significant	Med	<ul style="list-style-type: none"> • Necessarily, the device is housed in a readily accessible location but one in which it could be damaged. • Regular inspections by Clerk to check the machine and cabinet to monitor its condition and any potential problems. Inspections recorded online on the circuit (the national defib network). • If the machine is out of action this is reported online so that the ambulance service are aware. • Spare pads always available in case. • Clerk has delegated powers to purchase replacement pads. 	<ul style="list-style-type: none"> • No action required • Existing procedure adequate. • Damage is low risk and theft unlikely.
Walls and structures		Minor	Low	<ul style="list-style-type: none"> • Regular inspections, report logging, appropriate • contractor 	<ul style="list-style-type: none"> • Keep under review
War Memorial(s)	1. Damage or destruction	Significant	Low	<ul style="list-style-type: none"> • An annual review of all Town Council assets is undertaken, including the War Memorials, both for insurance and maintenance provisions. 	<ul style="list-style-type: none"> • Risk accepted given that there are no realistic mitigation measures that can be taken.
EVENTS					
Council Events Remembrance Day	<ol style="list-style-type: none"> 1. Third party injury. Illegal activities bring Council into disrepute. 2. Risks posed by moving 	Moderate	Low	<ul style="list-style-type: none"> • Produce event specific risk assessments, insurance, gain relevant permissions, trained staff/approved contractors. 	<ul style="list-style-type: none"> • Consider event by event

	vehicles and pedestrians sharing space.			<ul style="list-style-type: none"> Events covered by Council's insurance policy. Risk assessment kept for all activities. Caterers required to provide copies of certificates etc. External groups required to have Public Liability Insurance. 	
Events on Council owned land/buildings	<ol style="list-style-type: none"> Third party injury. Illegal activities bring Council into disrepute. Risks posed by moving vehicles and pedestrians sharing space 	Moderate	Low	<ul style="list-style-type: none"> Check event specific risk assessments, check third party insurance Check relevant event management plans and that the event is organised by trained staff/approved contractors. 	<ul style="list-style-type: none"> Consider event by event
Events - Market	<ol style="list-style-type: none"> Third party injury. Movement of vehicles in pedestrianised area. 	Moderate	Low	<ul style="list-style-type: none"> Public Liability Insurance. Market superintendent employed to supervise setting up of market. Market Regulations in place 	<ul style="list-style-type: none"> No action required Existing procedure adequate.
CHRISTMAS					
Christmas Lights	<ol style="list-style-type: none"> Damage to lighting installations. Risk of injury during erection of display and taking down. Electrical fault- Injury to third parties 	Moderate	Med	<ul style="list-style-type: none"> Lights included in Parish insurance. Erection and taking down carried out by competent qualified contractor carrying their own insurance. Installation tested for electrical safety each season. Guidelines and regulations followed in siting display. 	<ul style="list-style-type: none"> No action required Existing procedure adequate.
DATA					
Storage of Personal Data	<ol style="list-style-type: none"> Data Protection Act compliance Freedom of Information compliance 	Moderate	Med Low	<ul style="list-style-type: none"> Staff training in this area. The Council is registered as a data controller under the DPA The Council has a Publication Scheme which is reviewed annually. The Council's document retention policy controls how long information is retained and disposed of. 	<ul style="list-style-type: none"> No action required Existing procedure adequate.
Storage of Documents (Paper)	<ol style="list-style-type: none"> Loss from fire, water or other damage 	Minor	Low	<ul style="list-style-type: none"> Essential documents now held in a fireproof secure cabinet or the safe room. 	<ul style="list-style-type: none"> Look into arrangements to transfer old archive all pre-2000 Minutes to the NYCC central library archives.
Storage of Documents	<ol style="list-style-type: none"> Loss of vital data, breach of data security 	Minor	Med	<ul style="list-style-type: none"> The Council's electronic records are stored on the Council's computer(s) & 	<ul style="list-style-type: none"> No action required Existing procedure adequate.

(Digital)				<p>personal computers of the Clerks in the Dropbox cloud.</p> <ul style="list-style-type: none"> All documents are backed up onto computers and on cloud storage. Passwords changed on a regular basis. 	
STAFFING					
Staff Management	1. Actions undertaken by staff	Moderate	Low	<ul style="list-style-type: none"> The Staffing Committee acts as the employer for exercise of duty of care with regular review meetings. The Chairman of the Council is the Clerks line manager and has updates with the Clerk/RFO on a regular basis 	<ul style="list-style-type: none"> No action required Existing procedure adequate.
HR Issues		Moderate	Low	<ul style="list-style-type: none"> Professional bodies employment updates- circulated to members. 	<ul style="list-style-type: none"> Keep under review Retain HR advisor, training, welfare checks, regular meetings,
Staff Health	1. Injury at work or illness as a result of work	Moderate	Med	<ul style="list-style-type: none"> Employers Liability Insurance, Safe Working Policy to cover Lone Working. Risk assessments for all activities undertaken by staff. H&S policies including First Aid for staff, manual handling, Safe use of Equipment and reporting of Incidents (RIDDOR and HSE) 	<ul style="list-style-type: none"> Staffed trained in equipment use, equipment only used for the purpose it's provided for, equipment maintained to recommended manufacturer requirements. Staff issued with PPE and replaced when damaged.
Working conditions	<p>1. Council non-compliant with contractual obligations; leading to discontented workforce.</p> <p>2. Loss of key staff</p>	Moderate	<p>Med/High</p> <p>Med/High</p>	<ul style="list-style-type: none"> Succession planning- business continuity document in place. Open Actions Log reviewed regularly by staff. 	<ul style="list-style-type: none"> Develop regular reviews of staff performance and working relationship with the council. Ensure all staff have access to reviews etc.
Anti-Social behaviour towards staff	1. Loss of key staff	Moderate	Med/High	<ul style="list-style-type: none"> Councillors- must be adequately advised of their responsibilities and culpability. Code of conduct in place 	<ul style="list-style-type: none"> Review training needed Development of Lone working policy and member officer protocol

				<ul style="list-style-type: none"> Open Actions Log reviewed regularly by staff. 	
Employees	1. Loss of Clerk's	Moderate	Med	<ul style="list-style-type: none"> A locum clerk may be available through contact with YLCA. Business continuity policy created by Clerk in place. Other key personnel are aware of major projects and workflows. All inbox and documents are accessible to key staff. 	
Employees	1. Fraud by staff. 2. Unauthorised or unapproved actions by staff.	Moderate	Low	<ul style="list-style-type: none"> Essential training is provided to the Clerk who also has access to help and advice from NALC, YLCA and Chairman. The Clerk's responsibilities are laid out clearly in the job description and only decisions taken by the Town Council are enacted by the Clerk. While the Clerk is the Responsible Financial Officer, spending requires Council approval, and all cheques must be signed by two councillors. The risks are low. 	<ul style="list-style-type: none"> Accept the risks. Existing procedures effective and adequate.
Volunteers	1. Fraud by Volunteers. 2. Unauthorised or unapproved actions by Volunteers.	Moderate	Low	<ul style="list-style-type: none"> Ensure work agreed, risk assessed and supervised, volunteers trained in areas of work, Volunteer code of conduct. 	<ul style="list-style-type: none"> Annual review
Employer Liability		Significant	Low	<ul style="list-style-type: none"> Insurance in place (£10,000,000 any one claim), 	<ul style="list-style-type: none"> Annual review
Lone Working		Minor	Med		<ul style="list-style-type: none"> Develop policy

Adopted by the Council: **February 2022**

Date of Last Review **March 2024**

Next Review due **March 2025**

LEYBURN TOWN COUNCIL

Financial Risk Assessment

The Council has looked at the financial risks that it must deal with and resolved to adopt the following policy.

1. **Handling Cash**

The Town Council does not handle cash on a daily basis any cash received is counted in the presence of two members of staff.
Any cash received is paid directly into the Town Council's bank account the same day (if for any reason this is not possible funds are locked in the office safe).
2. **Employers liability**

The council employs a Clerk, Deputy Clerk, Market Super Intendent and a Caretaker Its insurance policy with WPS- Military Mutual provides employers liability cover.
3. **Public liability**

The council has public liability cover to £15 million under its policy with Military Mutual
4. **Fidelity guarantee**

The council has fidelity guarantee cover to £ £250,000
5. **Contracts and tendering**

The council has a standing order in place for contract, which is mandatory. (See council's standing orders on business).
6. **Banking arrangements**

Councillors Sanderson & Medley are cheque/bank signatories alongside the Clerk. Two councillor signatures are required by the bank and in law. Cheques are only signed at meetings of the council. The clerk also has access to telephone/online banking. She is the only person registered to use this service and it can only be used to transfer money between accounts and check balances.

The Council uses online banking and the BACS system to make payments and the following measures are in place to minimise risks in this process the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
7. **Bank reconciliation**

The council receives a monthly budget against spend statement, including bank balances, and copies of bank reconciliation statements to accord with the period of the reconciliation.
8. **Financial records**

The financial records are kept on the Scribe Software, which is web based and backed up to the cloud. This is updated prior to each monthly meeting.
9. **Internal audit**

The council has appointed an independent internal auditor. An audit is carried out in April/May each year.

10. **Internal control**

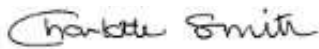
The council has established a system of internal control and set criteria for the appointed councillors to work to. Two councillors are appointed at the annual meeting to undertake the internal control checks throughout the year as agreed in the council's policy (see Financial Regulations).

11. **PAYE and Workplace Pensions Compliance**

The council receives evidence of PAYE payments to HMRC via print outs of the P32 forms and compliance with its duties in respect of automatic enrolment and workplace pensions (i.e. declaration of compliance and list of monthly pension payments)

Financial Risk Assessment adopted at a meeting of Leyburn Town Council held on Monday 21st February 2022

Responsible Financial Officer

A handwritten signature in cursive script that reads "Charlotte Smith".

Mrs Charlotte Smith

Appendix C

General Insurance Cover

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£6,851,998	£8,222,397
Contents	£27,500	£33,000
Other Property Insured away from the Premises		
Street Furniture	£60,000	£72,000
Gates and Fences	£30,000	£36,000
Playground Equipment	£151,658	£181,989
CCTV Equipment Not Insured	£0	
War Memorials	£40,000	£48,000
Ground Surfaces	£84,730	£101,676
Mowers and Machinery	£5,000	£6,000
Sports Equipment	£15,000	£18,000
Regalia	£1,846	£2,215
Terrorism Not Insured		
Section Excess:		£125
Excess in respect of all Subsidence claims:		£1,000
Excess in respect of all Terrorism claims:		Nil
Property Damage Extensions - Sub-Limits		
		Sub-Limit of Indemnity
Decontamination and Clean Up Expense		£25,000
Deterioration of Freezer Stock		£1,000
Fire Brigade Charges and Extinguishing Expenses		£25,000
Inadvertent Omission to Insure		£250,000
Involuntary Betterment		£25,000
Landscaping Costs		£25,000
Locks		£5,000
Metered Utility Charges		£25,000
Mitigation of Environmental Impact		10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss		£10,000
Motor Vehicles		£10,000
Pair and Set / Consequential Reduction in Value		£10,000
Resilient Repairs - Extra Costs		£10,000
Third Party Sites		£10,000
Trace and Access		£25,000
Unauthorised Use of Metered Utilities		£10,000

Section 1A - Money

	Money Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350

Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:

1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour
	£1,000 per person
	£5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 24 Months	Insured	£100,424
Item 2 - Additional Increased Cost of Working Maximum Indemnity Period: 24 Months	Insured	£50,000
Item 3 - Standalone Increased Cost of Working	Not Insured	
Item 4 - Loss of Rent Receivable	Not Insured	

Territorial Limits Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

Sub-Limit of Indemnity

Extended Premises

Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000

Extended Incident

Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000

Excess

Utilities	£500
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Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses: £10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only

Part B - Liabilities			
Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability <i>(Personal Injury and or Property Damage caused by the Insured's Products)</i>	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250		any one claim or series of claims arising out of any one Occurrence relating to Property Damage
	Nil		all other claims

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£250,000 any one occurrence and in the aggregate for the Period of Insurance	
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	
		Sub-Limits		
		Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition	
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition	
Section 6	NCD & Excess Protection		Not Insured	
		Loss of No Claims Discount	£500	
		Application of Excess Protection	£250	
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance	
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	
		Co-Insurance	10%	
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance	
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	
Section 9	Personal Accident		Insured	
		Operative Time of Cover	Whilst carrying out official duties	
		Scale of Compensation - Ages 16-75		
		1. Death	£100,000	
		2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£100,000	
		3. Permanent Total Disablement	£100,000	
		4. Temporary Total Disablement	£200 per week	
		5. Temporary Partial Disablement	£100 per week	
		Excess period for items 4 & 5	14 days	
		Maximum Benefit Period for items 4 & 5	104 weeks	
In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.				

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Section 10

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.