

	Description of Activity	Risks and the people who may be affected	consequence	likelihood	Risk factor	Actions
1	Protection of physical assets	Damage or vandalism resulting in expenditure. LPC	major	Possible	High	Cover by Insurance. Regular inspections. Asset Register reviewed annually.
2	Damage to third party property or individuals (Public liability)	Injury or damage. Third parties resulting in litigation. LPC.	major	Possible	High	Cover by insurance.
3	Loss of cash through theft or dishonesty	Financial loss to LPC	Insignificant	Rare	Very low	Cover by insurance. Petty cash rarely held
4	Legal liability as a consequence of asset ownership	Injury or damage to third parties resulting in litigation.LPC.	major	unlikely	Moderate	Cover by Insurance
5	Keeping proper financial records in accordance with statutory requirements	Incomplete records leading to adverse Audit Report and possibility of fraud. LPC.	major	Unlikely	Moderate	Account Book and Bank reconciliation regular checks -minuted. Fire Proof box for sensitive documents. Job Description Financial Standing Orders
6	ensuring that all activities are within legal powers	Actions or expenditure beyond powers. Decisions unenforceable. Councillors could be reported to Standards Board.	major	Unlikely	Moderate	Relies on Clerk's experience/guidance. Membership of SALC and NALC for more professional advice. NALC Model Standing Orders Adopted
7	Ensuring that all requirements are met under employment law	Employment law not met. Disputes with staff. Action against Council for breach of legislation. LPC. Clerk	Moderate	possible	Moderate	Advice from NALC Employment Contract Letter of Appointment
8	Ensuring all requirements are met under HMRC regulations	P45 not issued. National Insurance not accounted for. Repayment and/ or fine. LPC	minor	unlikely	Very low	Financial Standing Orders. HMRC Returns
9	Ensuring proper allocation of s137 funds	Councillors personally responsible for expenditure. LPC Councillors	Major	Rare	Moderate	NALC advice

10	Proper timely and accurate reporting of council business in the minutes	Records of meeting not kept. Breach of legislation. Action against LPC.	Major	Rare	Moderate	Minutes circulated before meetings and confirmed and signed as an agenda item.
11	Responding to electors rights of inspection	Breach of Freedom of Information Act duties. LPC reported to Information Commissioner. Fine?	moderate	Rare	low	Log/Register of requests in place. Publication Scheme adopted and Published. Complaints procedure adopted. Adhere to Transparency Code
12	Meeting timetables when responding to consultations	Council's views not taken into consideration. Failure to represent electorate. LPC	major	Possible	High	Planning – Electronic Links to SC Planning Register of all applications. Scheme of delegation to accommodate mid meeting consultations.
13	Proper document control	Lost documents. Correspondence not actioned. Council becomes inefficient. LPC. Councillors. Clerk.	major	Possible	High	Correspondence – nearly all via e-mail - maintained electronically. Councillors advised of mid meeting consultations by email. Publication and document retention policies in place.
14	Maintaining Register of Members Interests and Hospitality	Breach of Legislation. Councillors at risk of dismissal or reported to the Standards Board.	major	Rare	moderate	Register maintained and published on SC/LPC website. Regular reminders to councillors.
15	Protection of Data stored	(1) Loss or (2) misuse of data. (1) Council becomes inefficient. (2) Fine from Information Commissioner.	major	unlikely	moderate	GDPR policies adopted and reviewed annually. Document retention policy adopted March 2026.

## LOPPINGTON PARISH COUNCIL RISK ASSESSMENT

March 2026 (as amended)

First adopted March 2010. Contract of Employment adopted 2012. Reviewed March 2026