LONGHOUGHTON PARISH COUNCIL

RISK ASSESSMENT AT July 2024

Risk	Description	Risk	Control Measures and mitigation action in place	Responsibility
Purpose and Objectives	Not addressing the purpose of the Parish Council to identify the needs and issues of the community and put plans in place to satisfy those needs.	Low	Consultations with residents on their needs and issues and the needs and issues of the community to be undertaken at least once every five years and an Action Plan put in place to satisfy the findings. Consultations were carried out for Boulmer (2017), Longhoughton (2018) and Howick (2019). Additionally the Neighbourhood plan consultation in June 2021 gave residents the opportunity to put forward and needs and issues and these will be picked up and dealt with through the Neighbourhood Plan process.	All
Operational	Failure to put operational requirements in place	Medium	There should be an annual plan that identifies the operational programme for the PC. The plan should include the names of people responsible for actions. The PC should review the plan at least every quarter to ensure that the programme is being achieved and for any variations to be identified and corrective actions taken. In practice the reporting section of the agenda at each meeting gives the opportunity for Councillors to receive progress reports and to deal with any issues or variations.	All
	Key Partners being unable to deliver	Medium	Key partners need to be made aware of the needs of the Parish at the earliest opportunity so that they can be considered and given a priority. In some instances the partner may not be able to deliver what is being asked. In such circumstances LPC has to judge whether the facility can be delivered by some other means or whether the need is not going to be achieved.	All
	Inadequate Timescale	Low	Good planning is essential to avoid inadequate timescale.	All
	Lack of capacity	High	Capacity is a key issue for the Parish Council. The planning of programmes and tasks is essential to judge whether capacity is available and how it can be expanded. Councillors and residents are all volunteers. All tasks should be allocated to Councillors or other volunteers who are prepared to help. Involving residents is something that the PC should be doing and it helps to the community to better understand the PC programme. Where it is thought that there is inadequate time to achieve a programme or a task the PC should look for suitably skilled residents to help and assist. In other cases it may be appropriate to involve professional people to accomplish tasks or programmes.	All
	Loss of Councillors	Medium	Volunteers who put themselves forward to become Councillors need to be given a good specification of what the role involves and how they might get involved. They also need to be given an understanding of how the Council operates and its possible programme of the coming year and beyond. Each individual has a limit to the time they can give to the community and this needs to be understood. Matching expectation with reality is important for individual Councillors. Retaining councillors is essential and every opportunity should be taken to thank Councillors for their time and where possible celebrate success.	Chair Vice Chair
	Failure to meet deadlines	Medium	Good planning and the control of projects is the key to meeting deadlines.	Chair/Vice Chair
	Insurance cover	Low	Prior to the annual renewal of the insurance policy the coverage level of cover should be a discussion item at a PC meeting.	Clerk/Chair

Financial	Financial planning and setting the precept	Low	Financial planning is normally done for one year ahead when setting the precept for the coming year. However, the point of a longer term plan is that potential increases in the Precept can be anticipated and brought in a gradual way rather than a large increase.	Chair/All
	Comparison to other Parishes	Low	A comparison of precept at the Band D level is produced by NCC each year. From this analysis can be extracted the comparisons to the other local Parish Councils on the coast and anywhere in Northumberland. This is an indicator of the value that the Parish Council is generating compared to other Parish Councils.	Chair/All
	Managing and meeting the budget	Low	Good financial control is exercised by the comparison of actual income and costs compared to the budget for the year. This should be done on a quarterly frequency and an explanation of any variances should be available.	Clerk/All
	Having adequate reserves	Medium	Cash reserves should be held to ensure that they are adequate for any contingency such are the holding of a mid-term election, or a greater level of expenditure than budgeted for or to cover anticipated future expenditure.	Chair/All
Governance	The Governance of the Parish Council is clear and open for all to see.	Low	The governance of the Parish Council should be open and clear and available on the website for anyone to scrutinise. At the conclusion of each financial year the Parish Council should compile and agree a report on the year and this should be made available on the web site and presented at the Annual Parish Meeting. A summary of the report should be published in the Newsletter.	Chair/Vice Chair
	Having clear procedures that all Councillors understand.	Low	Governance requires a clear model of procedures and policy. The Standing Orders of the Council determine the key procedures and the policies establish agreed practice covering a number of key headings. It is important that the Standing Orders are reviewed once each year and the policies on a rolling three year frequency unless there are known changes in legislation that need to be brought in.	Clerk/Chair
Communications	Communications with Residents	Low	Communications and consultation are a very important aspect of what the Parish Council does in carrying out its purpose. A policy representing good practice has been approved by the Parish Council to cover all its operations. Provided that Councillors comply with this policy the risk of failure due to poor communications and consultations will be removed or very limited.	All
	Communications with Partners	Low		
	Communications amongst Councillors	Low		
	Communications with other Parish Councils	Medium		
Environmental	Not recognising changes in the Environment that require action.	Medium/High	It is likely that national government or the County Council will raise environmental issues and any actions that are required. Actions are more likely to be initiated by Government or NCC with the Parish Council acting as a conduit in informing residents and other groups in the Parish.	All
	Climate Change	Medium/High	Climate change is the largest potential disaster facing the whole of mankind. The Parish Council should do all it can to contribute to the programme to reduce carbon emissions and protect and restore nature and the environment. It should feature articles in the Newsletter to help residents understand the need for change and have its own programme that integrates with other programmes such as the County Council.	All
Other External Factors	Local emergency	Low	Local emergencies are the responsibility of NCC and they should contract with Community Centres and Village Halls should they be needed for occupation in the case of an emergency. The Parish Council should certainly be prepared to help and assist in the case of an emergency but in a subsidiary role to NCC.	Chair

This risk assessment was approved at a meeting of Council on Monday 18 October 2021 and is effective as of that date. The risk assessment will be reviewed periodically.

Longhoughton Parish Council reviewed and accepted this assessment with no amendments at a further meeting of the Council held on Monday 15 July 2024.