



Blakelaw and North Fenham Community Council

Risk Assessment and Management 2024/2025

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	M	Computer equipment insured
	Security of equipment	L	Clerks home is used as an office, all equipment and paperwork is locked away, if not kept electronically, contents insurance in place
	Maintenance of Building	N/A	No building to maintain, currently use the Community Room at Moorland House for meetings. The building is maintained by Newcastle City Council.
	Defibrillator	L	Defibrillator is located on the outside of Moorland House, Blakelaw. It is securely attached to the outside of Moorland House and housed in a secure box. The Defibrillator has a guardian angel (residents) that checks the equipment on a weekly basis.
Finance	Banking	L	All banking is now done on line with very few deposits cash deposits; cash in transit and petty cash insurance cover in place
	Loss of petty cash through theft of dishonesty	L	No petty cash kept
	Financial controls and records	M	Online banking now being used as a preference rather

			<p>than cheque payments. Online payment authorisation in place.</p> <p>Two signatories on cheques. Internal and external audit, insurance cover in place</p> <p>Financial transactions checked periodically by two Community Councillors</p>
	Comply with Customs and Excise Regulations	M	VAT payments and claims calculated by Clerk and reviewed by internal auditor
	Sound budgeting to underlie annual precept	M	<p>Budgets prepared by Clerk and Chair based on previous years trends and known variations. Budgets regularly monitored and reported to Community Council for approval. Reserves policy established and monitored</p>
	Comply with borrowing restrictions	L	No borrowing likely at present
Business Continuity	Risk of Council not being able to continue business due to unforeseen circumstances	M	<p><i>Chair updated on current issues regularly</i></p> <p>(a) Loss of computer records</p> <p><i>Computer data is regularly backed up to external hard drive</i></p> <p>(b) During the Coronavirus pandemic the Council met online using Zoom. The Council has now started to meet in person and continues to monitor guidelines</p>
Liability	Risk to third party, property or individuals	M	Insurance in place for Public Liability, Personal Accident (for employees and members) and Libel and Slander risks
Employer Liability	Comply with Employment Law	M	(a) Membership of NALC which provides updates on all relevant topics

			(b) City Council advice and updates Employers Liability Insurance cover
	Comply with Inland Revenue Requirements	M	(c) Regular advice from Inland Revenue. Internal Auditor carries out annual checks
	Safety of staff and visitors	M	Use the Community Room at Moorland House for meetings. The building is maintained by Your Homes Newcastle
Legal Liability	Ensuring activities are within legal powers	M	Legal advice to be sought where necessary
	Proper and timely reporting via the minutes	M	Council meets monthly and receives and approves Minutes of meetings. Minutes are made public using the Community Council's website. The Community Council are no longer able to upload minutes to Newcastle City Council's web page but instead have a link from the City Council's page to their own home website.
Councillor Propriety	Register of Interests and gifts and hospitality in place	L	(a) Declarations of interest are on every Council meeting agenda (b) Register of interests is completed annually and on the introduction of a new member (c) Gifts and hospitality register maintained

The Risk Management paper will be reviewed again in 12 months