

LOXWOOD PARISH COUNCIL

RISK MANAGEMENT SCHEME

Financial Year Ending 31st March 2027

Adopted by Full Council at its meeting held on 03 02 26 Min Ref 24/26

The management of risk is an important part of the Council's work; making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment happens all the time, but once a year, the Council brings the information together and collates it in a single document.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic, and focused approach to managing risk, which:

- Identifies the subject and identifies what the risk(s) may be
- Identifies the level of risk
- Identifies and evaluates the management and control of the risk(s)
- Reviews, assesses, and revises procedures if required
- Identifies any relevant timeframe(s) and responsible party

RISK ASSESSMENT RATING CRITERIA

Likelihood	Highly probable 76-99%	4				
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1				
			1	2	3	4
			Minor	Moderate	Serious	Major
IMPACT						
FINANCIAL IMPACT			Loss of up to £1,000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000
and/or REPUTATIONAL IMPACT			Minimal / localised damage to reputation	Damage to reputation within the Parish	Damage to reputation within the region	National damage to reputation; intervention by Government
and/or HEALTH & SAFETY IMPACT			No health and safety impact	Minor injury, possibly requiring treatment by health care professional	Serious injuries	Fatality or life-changing injuries

RISK APPETITE AND APPROACHES TO MANAGING RISK

Likelihood	Highly probable 76-99%	4		TREAT (take action to reduce risk exposure by introducing measures / controls)		TERMINATE (i.e., stop the activity that generates the risk)
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1	TOLERATE (an informed view reached that the risk is accepted)			TRANSFER (usually via insurance or other contractual arrangement)
			1	2	3	4
			Minor	Moderate	Serious	Major
I M P A C T						

Risk Rating	Risk Appetite and Action
Green	Risks rated as GREEN are within the risk appetite of the Council. It is unlikely that further additional measures are required to control these risks. These risks may be tolerated by the Council.
Amber	Risks rated as AMBER are within the risk appetite of the Council, however further additional measures may be needed to treat (i.e., control) the risks and so reduce exposure OR to consider risk transfer e.g., via insurance, franchising, or other contractual arrangement. The Council must be periodically advised of amber risks and the action planned and/or taken to control them.
Red	Risks rated as RED go beyond the risk appetite of the Council. Immediate action is required to bring the risk within the Council's risk appetite or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the risk appetite of the Council. <i>Any action taken must be in accordance with the Council's Standing Orders and Financial Regulations.</i>

RISK ASSESSMENT REGISTER

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
Loss of cash through dishonesty or theft	1	1		No cash handled by Council. No petty cash used. All payments made by online banking. Monthly Full Council review of all bank transactions; and quarterly reviews of the bank statements, corresponding reconciliation statements, cash book and balance sheet by the Finance Committee. Procedure included in the Financial Regulations. Insurance cover in place for Fidelity Guarantee to cover Members and Officers. Liaison with Police if necessary.	Multi payment authority set up. No petty cash no independent access to funds. Arrangements to be reviewed annually.	Financial Regs reviewed at Annual PC Meeting and governance reviewed by Internal Auditor biannually	Annually.	Clerk/RFO + Finance Committee	
Poor financial internal controls and records	2	2		Council accounts are managed by a CiLCA qualified Clerk/RFO who is trained to use the Rialtas Alpha Accounting Software. Expenditure is scrutinised by the Council and Finance Committee. Oversight by a competent, professional Internal Auditor twice yearly. Technical accounting support provided by	Ongoing training for the Clerk/RFO as required. Complete an Annual Internal Controls Effectiveness Checklist	Internal Controls Policy in place reviewed annually as well as completing an annual checklist of effectiveness	Ongoing	Clerk/RFO Finance Committee Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
				Rialtas Accounting, who are qualified and specialise in local council accounts.					
Annual Return submitted late	1	1		The CiLCA qualified Clerk/RFO is aware that the AGAR is to be approved by Full Council and submitted no later than the statutory deadline of 30 th June. Council Members are aware of the financial procedures and requirement to approve the AGAR via training.	Clerk/RFO to diarise the key dates to ensure the Accounting Statements are prepared in advance of the Council meeting prior to the 30 th June. The Clerk to aim to undertake the internal audit during the months of April with sign off by the Internal Auditor and Council in April/May.	Financial Regs Governance and Accountability for Smaller Authorities in England, 2025	Ongoing	Clerk/RFO Full Council	
Inadequate Insurance Libel or slander claims received	3	2		The Council is supported by Risk and Insurance Managers Gallagher and Insurance is arranged annually.	To monitor and review - existing procedures adequate. Asset	Asset Register Risk Management Scheme	Ongoing	Clerk/RFO Finance Committee	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
				<p>The current insurance is with Hiscox Underwriting Ltd for continuous cover from 01/08/2024 until the policy is cancelled.</p> <p>Insurance arrangements are reviewed annually before the policy is due for renewal. The Council reviews and updates its Asset Register and Risk Management Scheme at least annually and prior to renewing its insurance policy.</p> <p>Gallagher and Hiscox specialise in parish Council insurance.</p> <p>Oversight by a competent, professional Internal Auditor twice yearly. The Council has adequate insurance cover in place -Employers' liability, Employee liability, Public Liability, Personal Accident, Playground equipment, Business Interruption and Fidelity Guarantee insurance are all essential; as well as for libel or slander claims.</p>	<p>register updated April 2025 and Insurance replacement value now included on asset register for comparison to the insurance cover provided. To be reviewed in the last quarter of 25/26 before completing the annual AGAR form.</p> <p>Lease of Pharma Box to Doctors Surgery confirms the box is under the Doctors Surgery Insurance.</p> <p>Insurance by Doctors Surgery of this leased item to be check annually within the risk</p>	Financial Regs			

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
					assessment process.				
Bank mistakes, losses, and charges	1	1		Bank reconciliations and invoice checking are undertaken monthly and shared with the Full Council Any banking mistakes will be discovered on receipt of the bank statement and reported to the Finance Committee / Full Council via the Clerk's Report.	To monitor and review - existing procedures adequate. Monthly bank reconciliations carried out to identify any bank errors against expenses and income.	Financial Regs Internal Controls Policy- review annually.	Ongoing	Clerk/RFO Finance Committee Full Council	
Non-Compliance with HMRC Regulations and Pension Contributions	3	2		Council payroll contracted to WSCC who calculate the HMRC, tax, NI, and Pension contributions on behalf of the Council. All payments are made on behalf of the Council via WSCC payroll department based on the calculations provided by WSCC. Pension Discretion Policy in place.	To monitor and review - existing procedures adequate.	Financial Regs	Ongoing	Clerk/RFO Finance Committee Full Council	
Incorrect VAT Claim and/or submission of a late claim	1	2		Clerk/RFO checks all invoices received to assess whether they can be validly included in the VAT claim. VAT is automatically	To monitor and review - existing procedures adequate. Interim	Financial Regs	Ongoing	Clerk/RFO Finance Committee	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
				calculated using the RBS Alpha Accounting Rialtas Software. VAT claims are normally reclaimed on a quarterly basis and reported to the Full Council.	and final internal audits sign off claims made.	Internal Controls Policy		Full Council	
Damage to or loss of assets Damage to third parties/property Poor performance of assets or amenities Maintenance of assets	2	3		An Asset Register is kept up to date and reviewed at least annually by the Council. Insurance is held at the appropriate level. The Asset Register is lodged with the Council's insurance company. Assets / equipment owned by the Council are regularly reviewed and maintained e.g., benches / noticeboards / bus shelters.	Asset register in place. Leased item to be included on asset register but zero value for insurance check annually doctors insurance of this item.	Financial Regs Internal Controls Policy	Ongoing	Clerk/RFO Finance Committee Full Council	
Council overspend	1	1		Areas of spend closely monitored by RFO and Finance Committee with Monthly reporting to Council. Decisions taken when risk of overspend arises. General Reserves and Ring-Fenced Reserves monitored.	To monitor and review - existing procedures adequate.	Financial Regs Internal Controls Policy	Ongoing	Clerk/RFO Finance Committee Full Council	
Precept inadequate to meet financial commitments and carry out Statutory duties	3	2		Sound budgeting to underlie annual precept. The Finance Committee meets at least	Regular review of budget V	Financial Regs	Ongoing	Clerk/RFO	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
				biannually to monitor the Council's budget. Each Committee with a budget monitors their budget information and detailed budgets are prepared in the late autumn. Precept calculated with regard to Council's projections and existing commitments in conjunction with the RFO, Finance Committee and Full Council. The precept is considered by the Finance Committee in November prior to making a recommendation to Council in January. Provision exists for shortfall in precept income as part of the General Reserves.	expenditure and realistic precept setting.	Internal Controls Policy		Finance Committee Full Council	
Breach of Financial Regulations	1	1		Councillors and the Clerk/RFO are required to comply with Financial Regulations. Qualified Clerk/RFO in post. Auditors advise of areas of weakness. Annual review of Governance policies. Up-to-date NALC Model Financial Regulations in place.	Regular review of Councillors and Clerk/RFO training Requirements for training to be identified from the risk assessment and other policy	Financial Regs Internal Controls Policy	Ongoing	Clerk/RFO Finance Committee Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
					requirements upon reviews. Any areas for training may be highlighted by Internal audits.				
Non-payment to staff and suppliers	3	1		Staff wages paid by WSCC payroll department. Regular administrative costs paid to suppliers via direct debit. Bank Mandate kept up to date with Lloyds Bank.	Annual review of bank mandate –. Annual review of direct debit payments – May, Annual Parish Council Meeting	Financial Regs Internal Controls Policy	Ongoing	Clerk/RFO Finance & HR Committees Full Council	
Inadequate banking records Financial irregularities Bank mistakes / charges Loss through theft or dishonesty	3	1		The Council has Financial Regulations and Standing Orders – based on the national models (NALC) - that set out the requirements for banking, the making of payments and internal audit. Monthly bank reconciliation prepared by the Clerk and shared with the Full Council. Reviewed by the Finance Committee at least biannually. The Council submits to an annual Internal and External Audit.	To monitor and review - existing procedures adequate.	Financial Regs Internal Controls Policy Standing Orders	Ongoing	Clerk/RFO Finance Committee Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
				Insurance cover in place for Fidelity Guarantee to cover Members and Officers.					
Loss of Funds from the Council's fixed deposit account	3	1		Decision to transfer funds into the Council's deposit account made by the Full Council in advance. Monthly bank reconciliation prepared by the Clerk, shared with the Full Council and reviewed biannually by the Finance Committee. Internal and External audits undertaken. Insurance cover in place for Fidelity Guarantee to cover Members and Officers.	To monitor and review - existing procedures adequate.	Financial Regs Internal Controls Policy	Ongoing	Clerk/RFO Finance Committee Full Council	
Grants and support payable - Power to pay	1	1		The Council has the General Power of Competence (GPoC). All such expenditure must adhere to the Council's Grants Award Policy, which is reviewed annually. All applications are considered by the Full Council and their approval is minuted..	GPoC in place review annually.	Financial Regs Internal Controls Policy Grants Award Policy	Ongoing	Clerk/RFO Finance Committee Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer/ Committee	Risk after mitigation
FINANCE									
Best value accountability - work awarded incorrectly, or overspend on services	1	1		The Council ensures that it achieves best value and undertakes the tendering / contract award process lawfully. Council practice is to seek at least three quotations for any substantial work to be undertaken. The Council complies with its Financial Regulations and Standing Orders, which it ensures includes mandatory clauses regarding awarding contracts and the tendering process. The Clerk reviews all invoices prior to payment. If problems encountered with a contract the Clerk would investigate the situation and report to the Finance Committee/Council. No work is carried out without prior approval (resolution) at a public Council/Committee meeting.		Financial Regs Standing Orders	Ongoing	Clerk/RFO Finance Committee Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
GOVERNANCE									
Business Continuity - Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	4	2		Recent records (both paper and electronic) are kept at the Clerk's home and/or on the Council's laptop which is password protected with anti-virus security. Archived files are stored securely in the Council office at North Hall, Loxwood or WSCC Records Office. The Council has a secure online backup system (One Drive) that backs up files as they are created or changed. Files are backed up monthly onto a hard disk. Key documents are also stored on the Council's website.	Cyber Policy put in place June 2024 Cyber insurance obtained and security threat level monitored monthly to be kept below 70 as recommended by Coalition. Clerk to confirm a back up check occurs atleast annually in February with risk assessing. Passwords also held by Chair.	Financial Regs Internal Controls Policy - Cyber Security Policy	Ongoing	Clerk/RFO Full Council	
Council Records - Loss through theft, fire, damage	2	2		Recent records (both paper and electronic) are kept at the Clerk's home and/or on the Council's laptop which is password protected with anti-virus security. Archived files are stored securely in the Council office at North Hall, Loxwood and historic minutes and financial records beyond 6	To monitor and review - existing procedures adequate.	Financial Regs Internal Controls Policy	Ongoing	Clerk/RFO Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
GOVERNANCE									
				years are archived with WSCC Records Office. The Council have a secure online backup system (One Drive) that backs up files as they are created or changed. Files are backed up monthly onto a hard disk. Key documents are also stored on the Council's website.					
Poor relationship with partners (including WSCC and CDC)	1	1		The Clerk has good relationships with WSCC and CDC Officers and other local organisations. County and District Councillors are invited to attend all Council meetings, but ordinarily attend the monthly Full Council meetings and submit reports.	Key WSCC and CDC contact known to Clerk and effective relationships in place. To monitor and review - existing procedures adequate.	Standing Orders	Ongoing	Clerk/RFO Full Council	
Council meetings not quorate or not minuted correctly.	1	1		Qualified Clerk in post and in attendance to take minutes. Apologies requested in advance of meetings. Attendance recorded as part of minute taking to evidence a quorum. The Council adopts Standing Orders which follow the national model (NALC). Minutes and agendas are	To monitor and review - existing procedures adequate.	Standing Orders	Ongoing	Clerk / Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
GOVERNANCE									
				produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed by the presiding Chair. Minutes and agendas are displayed according to legal requirements on the Council website and four (4) community notice boards. The Council prioritises Clerk training to ensure that it receives appropriate assistance and guidance and complies with all the legal requirements.					
Inadequate Internal Audit Assurance	1	1		Independent, professionally competent Internal Auditor appointed and in place. Appointment reviewed every 3 years.	To monitor and review - existing procedures adequate.	Financial Regs Internal Controls Policy	Ongoing	Clerk / Full Council	
Conflict of interest not declared or dealt with appropriately for Councillors and Officers and Councillors failing to behave in accordance with the Code of Conduct.	3	2		Standing Orders contain procedure for recording and dealing with Councillor and Clerk conflicts of interest. Standing agenda items to receive declarations for interests for	To monitor and review - existing procedures adequate. Ensure appropriate training for	Standing Orders Code of Conduct	Ongoing	Clerk / Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
GOVERNANCE									
				Councillors and Clerk. Monitoring Officer (CDC) maintains register of interests which is published on the internet via CDC's website and also the Parish Council's website. Latest model Code of Conduct adopted by Council.	Councillors and Clerk.				
Spend and activity in areas in which the Council has no lawful power (i.e., Council behaves ultra vires)	2	1		Qualified Clerk in post with a good knowledge of the scope of the Council's legal powers. Clerk to clarify legal position on proposals and to seek advice if necessary. Access to WSALC / CDALC / SLCC and NALC resources to provide guidance on legal issues and access to legal topic notes. All Council activity, decision-making and payments are resolved upon and clearly minuted. Council always receives and approves minutes at meetings. All proposed payments scrutinised to ensure Council has powers to make payment or ensure advice to be obtained from WSALC. The Council prioritises Clerk training to ensure that it receives	To monitor and review - existing procedures adequate. Terms of reference for all Council Committees sub Committees and Working groups to be kept in place and reviewed annually at the Annual Parish Council Meeting in May.	Standing Orders Financial Regs Grant policy	Ongoing	Clerk / Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
GOVERNANCE									
				appropriate legal and procedural advice and guidance to ensure lawful activity and expenditure. Clear Terms of Reference are in place for Committees / Sub-Committees and Working Parties. Financial Regulations and Standing Orders are in place.					
Insufficient capacity of Councillors and staff to deliver upon Council objectives. Lack of direction and prioritisation.	2	3		Reviews are undertaken by the Finance and Full Council to ensure that the annual statutory Council work plan is deliverable by having the resources in place or budgeted for.	Emerging NP will provide direction. Asset audit schedule to be reviewed annually and used for asset repair and replacement budgeting. General Reserves to be increased to enable the consideration of future projects.	Standing Orders Financial Regs Terms of Reference	31.03.2026	Clerk/RFO Finance Committee Full Council	
Loss of 'General Power of Competence'	1	2		Requisite number of Councillors are elected (either by ballot or unopposed by-election). Qualified Clerk in post.	Ensure any future recruitment of a Clerk requires the relevant CILCA qualification. Or, a new Clerk to undertake the	Standing Orders	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
GOVERNANCE									
					CILCA training. Eligibility for the power of GPC to be declared at full Council meeting after each election cycle and/or once qualified Clerk is appointed.				
Referendum or by-election required following a vacant seat arising from resignation or death	1	1		In the event of a Councillor resigning during their term, the electorate have a statutory right to call an election. Budgetary provision maintained for the cost of a byelection. CDC are responsible for declaring a seat vacant and notifying the Council accordingly. Scheduled elections are budgeted for over the course of four years. Unexpected election costs are held in general reserves.	To monitor and review - existing procedures adequate.	Standing Orders Co-Option Policy	Ongoing	Clerk & Full Council	
Non-compliance with Transparency Codes	1	1		The Council is not required to comply with either the Transparency Code for Smaller Authorities (annual turnover not exceeding £25,000 and exempt from external audit) or the Local	To monitor and review - existing procedures adequate.		Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
GOVERNANCE									
				Government Transparency Code 2015 (annual turnover over £200,000). However, the Council complies with best practice and has an up-to-date website with current agendas, minutes and reports uploaded. AGAR documentation uploaded and Standing Orders and Financial Regulations and policies.					

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
PERSONNEL									
Loss of Clerk (sickness, resignation) and due to Employment Tribunal claim e.g., Non-compliance with employment law	3	2		In the event of the Clerk being signed off sick and/or resigning, the Council would employ the services of a Locum Clerk. The support of WSALC and SLCC would be sought – they both offer locum staff in response to sudden departure/incapacity of	Clerk should be provided with relevant training, reference books, access to assistance and legal advice including		Ongoing	Clerk Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
PERSONNEL									
				<p>staff members. Membership of NALC and WSALC maintained. Advert to be placed with WSALC if necessary. Maintain an appropriate budget to meet the cost of a Locum Clerk. Employer Liability insurance in place. Legal expenses insurance cover in place regarding employment tribunal claim. The Clerk has a NALC model employment Contract and Job Description. Councillors are aware to abide by the Code of Conduct in their role as Councillors.</p>	<p>membership of professional body.</p> <p>Annual Clerk appraisal</p> <p>Employment policies in place and to be reviewed biannually.</p> <p>Undertake training as identified when reviewing policies to ensure HR Committee are aware of current legislation.</p> <p>Seek advice from the Council's insurance company where required.</p>				

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
PERSONNEL									
					<p>In any interim period without either a permanent or locum Clerk/RFO in post, a Councillor to be appointed to act as the Proper Officer on an unpaid basis in accordance with the LGA 1972 s.112 (5) subject to full Council approval.</p> <p>Finance management to be outsourced – support and advice to be obtained from WSALC / Mulbury & Co / Internal Auditor.</p>				

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
PERSONNEL									
<p>Councillors – Defamation risk.</p> <p>Risk of a claim towards a Member who is acting within their powers for the Council.</p> <p>Error or omission.</p>	2	1		<p>The Council maintains a Media and Communications Policy. Councillors must adhere to the Code of Conduct. The Council prioritises training to ensure that its staff and Councillors understand defamation risks. Insurance held to indemnify a Councillor and protect the Council against their actions and protect itself against a negligent act, error or omission by Councillors committed in good faith.</p>	<p>To monitor and review - existing procedures adequate.</p>	<p>Media and Communications Policy</p> <p>Code of Conduct</p>	Ongoing	Clerk & Full Council	
<p>Inadequate capacity to fulfil the Council’s objectives due to loss of knowledge</p>	3	2		<p>Appointment of a qualified locum Clerk/RFO able to deal with workload and comply with the statutory and legal requirements / support business continuity until a permanent new Clerk/RFO appointed. Clerk has regular liaison meetings with the Chair of the Council.</p>	<p>Mentoring available from WSALC and SLCC where ability lacking.</p> <p>Candidates to be CILCA qualified or become qualified within 2 years of their appointment to the post.</p>		Ongoing	Clerk Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
PERSONNEL									
Inadequate training of staff and Councillors	3	2		Qualified Clerk/RFO in post. Delegated authority to the Clerk to ensure adequate training of Councillors and staff. Annual training budget maintained for Councillors and staff. Clerk's NALC model contract sets out training expectations. Qualified Clerk able to deliver training to Members as required. Annual staff appraisal reviews training need of Clerk.	Clerk to attend training to ensure they can fulfil their role. Staff appraisal to identify development needs of Clerk to ensure able to manage changing needs of Council. To monitor and review - existing procedures adequate.		Ongoing	Clerk Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
HEALTH AND SAFETY									
Legionella, asbestosis, or other similar conditions	4	1		Meeting venues managed by third parties who are responsible for managing risks and hold their own	To monitor and review - existing		31.03.2026	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
HEALTH AND SAFETY									
				insurance and Health and Safety policies. The Council supports the North Hall Management Committee in its capacity as Custodian Trustee of the Hall but does not share the legal liability.	procedures adequate.				
Member of public, staff or Councillors injured at meeting venues, Council premises, grounds or events organised by the Council, or by assets. Risk of fire, injury to staff, residents, Councillors, and visitors.	4	1		Clerk aware of the Council's H&S responsibilities. Risk assessments undertaken for Council organised activities. Insurers are consulted on an appropriate level of cover which is procured with the insurer's stipulations fulfilled. Public & employers liability insurance in place. Contractors required to state liability insurance status prior to securing work with the Council. Any remedial works arising from relevant inspections (tree surveys) are carried out within the advised timetable specified by the contractor. Meeting venues owned/managed by third parties who are	Checks on assets to be undertaken to ensure they are in good state of repair and repaired or removed if not. Tree surveys to be conducted every 18 months – 3 years. Relevant H&S training for Clerk when required.		Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Policies	Timeframe	Responsible officer / Committee	Risk after mitigation
HEALTH AND SAFETY									
				responsible for building safety / H&S responsibilities.					
Attacks on staff	3	1		Clerk works from home and the public do not have access to their home and/or address details. The Clerk carries a mobile phone.		Lone Working Policy requirement to be monitored .	Ongoing	Clerk Full Council	
Fire, flood, or other peril affects PC premises or equipment	3	1		Insurance in place.			Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation	
HEALTH & SAFETY – North Hall Playground									
Unlawful entry and risk of criminal damage or theft with the potential to cause harm.	2	1		The risk is tolerated. Some mitigation measures are in place. Monthly monitoring/inspections The area is insured. Insurance is reviewed and renewed annually.	Playground Maintenance Policy in place	Ongoing	Clerk & Full Council		

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
HEALTH & SAFETY – North Hall Playground								
				Asset Register is reviewed at least annually. Policies are reviewed at least annually.				
Damage, wear & tear, and missing equipment causing slip/trip hazards or injury.	2	2		The risk is treated. Some mitigation measures are in place. Monthly monitoring inspections s. Remedial action undertaken without undue delay. Works undertaken by contractors, thereby transferring the risk. Checks made that contractors have public liability insurance. Annual safety inspection. The area is insured.	Asset Register and policies reviewed annually.	Ongoing	Clerk & Full Council	
Anti-social behaviour in particular entrapment and/or bullying and drug misuse.	2	1		The risk is treated as far as possible with a low slatted fence, to give good sightlines into the area. The area is inspected monthly, and any evidence of drug misuse is reported to the police. The playground is used by predominantly younger children and signage recommends supervision by a responsible adult.	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	
Finger entrapment.	1	1		The risk is managed by having properly fitted fence and self-close gates compliant with guidance. Regular	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
HEALTH & SAFETY – North Hall Playground								
				monthly inspections are carried out. The Council has public liability insurance.				
Animal fouling giving rise to toxocarasis.	2	1		The risk is managed as far as possible by having properly fitted fence and self-close gates compliant with guidance. Signage indicates that dogs are not permitted inside the playground. Monthly inspections are carried out. The Council has public liability insurance.	Ensure signage is correctly displayed	Ongoing	Clerk & Full Council	
Rubbish could attract wasps, insects, animals, rodents resulting in health issues, bites, and stings.	2	1		Regular inspections are carried out. The Council has public liability insurance.	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
HEALTH & SAFETY – OPEN SPACES & LCGI Jubilee Gardens								
Injury from falling trees or branches on Parish Council land posing a safety problem to the public where unrestrictive right of	3	2		Register of trees maintained and Tree Condition Survey undertaken every 18 months – 3 years. All tree works undertaken by an appropriately		Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
HEALTH & SAFETY – OPEN SPACES & LCGI Jubilee Gardens								
access is available. North Hall Trees near play ground a potential hazard,				qualified tree surgeon thereby transferring the risk. Public Liability Insurance is maintained. Carry out tree assessment as advised by tree consultant atleast every three years.				
Slips, trips, or falls from uneven ground / wet ground.	2	2		Public Liability Insurance is maintained.		Ongoing	Clerk & Full Council	
Animal fouling giving rise to toxocariasis.	2	1		Public Liability Insurance is maintained.	CDC no longer provide new dog waste bins general take your litter home message to be encourage and general bins can be used for dog waste.	Ongoing	Clerk & Full Council	
Splinters, or harm caused by street furniture, fences, seats, litter bins.	1	1		The risk is mitigated by a biannual 'litter pick', carried out by the community. Remedial work is undertaken as required. Public Liability Insurance is maintained.	Playground Maintenance Policy reviewed annually	Ongoing	Clerk & Full Council	
Rubbish could cause injury/harm and/or attract wasps, insects, animals, rodents resulting in health issues, bites, and stings.	2	1		The risk is treated by the provision of a litter bins which are emptied regularly through a contract with CDC thereby transferring the risk.	Monitor the need for a Ground Maintenance Policy	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
HEALTH & SAFETY – OPEN SPACES & LCGI Jubilee Gardens								
					Insurance is reviewed and renewed annually. Contract with CDC reviewed annually. Contract with ground maintenance contractor reviewed annually.			
Harm to people working on land and open space owned by, or for which the Council is responsible for.	2	1		The risk is mitigated by Council authorisation to undertake the activity on the land. The activity will require a specific risk assessment for the activity. The Council's insurance company is provided with risk assessments and notified of activities. The Council has public liability insurance in place and contractors have their own public liability insurance, which is checked by the Council to ensure it is current and appropriate prior to engagement.	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
DATA AND IT ARRANGEMENTS								
Council records - electronic Loss through theft, fire, damage corruption of computer	2	1		System backed up via the One Drive. Files are backed up monthly onto a hard disk Rialtas Alpha Accounting Software backed up. Council 'buys in' IT support when necessary. IT support for Email and website via website host company TEEC. Council laptop with Clerk and password protected with anti-virus protection.	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	
Corporate memory loss arising from staff or member loss of office / resignation	2	2		Documents saved on the Council's laptop (with the Clerk). Council documents secured in North Hall office. Knowledge harnessed from former Councillors and staff prior to leaving.	Ensure adequate handover between exiting and new Clerk. Carry out an exit interview(S) with retiring Clerk.	Ongoing	Full Council	
Excessive FOI requests	3	2		Public and press welcome to attend parish Council meetings and take part in public participation. Agendas, minutes, and meeting reports are uploaded onto the website.	Information published on the parish Council website. Model ICO publication & FOI Scheme published on the website. Data Protection Officer post outsourced Comprehensive audit	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
DATA AND IT ARRANGEMENTS								
					of Council operations regarding data control carried out annually Working group or individual Councillor to be appointed to assist with any FOI request(s). Consider Vexatious Complainants policy if requests are repetitive.			
GDPR - Breach of data protection / information security.	4	2		The Clerk is the Council's allocated DPO and is aware of principles of data protection. The Clerk is supported by an allocated Member. The Council prioritises training for its staff and Members. Personal information is redacted before it is circulated, and data is only stored on the Council's laptop (with the Clerk) for the required period. The Council does not offer services which require the routine collection of personal/sensitive information. Contractual clause for Clerk / Councillors and consultants (where applicable) to maintain confidentiality. Accounts software	Data Protection audit to be carried out by data protection officer. Cyber policy in place and Cyber insurance in place. Cyber training carried out by Clerk/RFO and Cllrs.	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
DATA AND IT ARRANGEMENTS								
				password protected. One Council laptop password protected. Encrypted emails via office 365. All Councillors, Co-Opted members and staff have Council email addresses.				

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
REPUTATION								
Adverse press coverage	3	1		Public and press welcome to attend/film Council meetings. Social Media Page updated by the Clerk and Lead Councillor. Website kept updated with project information by the Clerk.	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	
Leaked confidential documents provided to the press	3	1		Confidential information clearly marked. Confidential information only provided to those who require sight of the same.	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	
Breach of Equality Act	2	1		Consideration given by the Council for requests for reasonable adjustments by staff, Councillors and public. Council ensures alternative arrangements are made to ensure it is disability friendly.	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
REPUTATION								
				Meetings are held at the North Hall. The venues are adequate for the Councillors, Clerk and public who attend the meetings e.g., disabled access, toilet facilities, parking.				
Public events organised by the Council - risk to third party, property or individuals	3	1		Insurance is in place. Risk assessment of any individual event undertaken. Professional contractors used with their own insurance.	To monitor and review - existing procedures adequate.	Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
SPECIFIC EQUIPMENT & ASSETS								
Bus Shelters Security and maintenance of the asset. Risk of damage / theft / routine wear.	2	1		The Council maintains a register of bus shelter, including their location. A formal annual inspection is undertaken by an allocated Member. The Council maintains a public presence and its contact information is available via notice board/website/social media/printed community publications. The Council resolves upon any necessary action within public meetings; the decisions are minuted. The Council maintains adequate insurance.		Ongoing	Clerk & Full Council	
Benches Risk of damage / theft / routine wear. Health and Safety issues due to unsafe benches.	2	1		The Council maintains a register of benches, including their location. The benches are used regularly and faults, damage and/or issues are reported to the Council. The Council resolves upon any necessary action within public meetings; the decisions are minuted. The Council maintains adequate insurance.		Ongoing	Clerk & Full Council	
Notice Boards & Heritage Boards Risk of damage / theft / routine wear. Health and Safety issues due to unsafe boards	2	1		The Council currently has four (1) notice board and (4) Heritage Signs. The boards are visited regularly to publish meeting agendas and/or inspect for damage. All faults, damage and/or issues are regularly reported to the Council. The Council resolves upon the necessary		Ongoing	Clerk & Full Council	

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer / Committee	Risk after mitigation
SPECIFIC EQUIPMENT & ASSETS								
				action within public meetings; the decisions are minuted. The Council maintains adequate insurance. Pharma box leased item not insured by Council and doctors insurance to be checked annually.				

This Risk Assessment document was considered and adopted by Full Council at its meeting held on