STAVERTON PARISH COUNCIL

RISK ASSESSMENT

Date adopted: 1st July 2014
Date Reviewed: 2nd June 2026

Definition of Risk Management

Risk is the threat that an event or action will adversely affect the Parish Council'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.

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.

Subject	Risk(s) identified	High/Medium/Low risk	Management/Control of risk	Action
ADMINISTRATION				
Annual return	Not submitted within time limits	L	Annual Return is completed by RFO and Finance Rep, signed by the Parish Council, submitted to the internal auditor for completion and signing and sent to external auditor within the time limit	Existing provision adequate. Diary for May.
Business continuity	Council not able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at Clerk's home. Clerk makes a monthly digital back-up of files. Archive file are kept in a designated store. In the event of Clerk becoming indisposed, Chairman to contact NCALC for advice.	Review when necessary. Ensure procedures followed.
Clerk	Actions undertaken	L	Clerk should be provide with relevant training, reference books, access to assistance and legal advice.	Existing provision adequate
Financial records	Inadequate records	L	Monthly reconciliation prepared by RFO and checked by Councillor. Two signatories on cheques. Internal and external audit. All financial obligations must be clearly minuted before any commitment. Any s137 payments must be recorded at time of approval.	Existing procedures adequate
Freedom of Information Act	Policy provision	L	The Parish Council has adopted a model publication scheme.	Existing provision adequate
Legal powers	Illegal activity or payment	H	Educate Council as to their legal powers.	Power shown on agenda and minutes.
Meeting location	Adequacy, health and safety	L	Meetings are normally held in Staverton village hall which has disabled access. Clerk has the key code. In the event of Clerk being indisposed, contact Bookings Officer. Premises and facilities are considered adequate for Clerk, Councillors and any public who attend from a health, safety and comfort aspect. In the event of an emergency, similar premises or method of meeting can be used in accordance with government requirements	Existing provision adequate.

Members’ interests	Register of members’ interests	L	Register form to be reviewed at least on an annual basis	Members to take responsibility to update their register
Members’ interests	Conflict of interest	M	Councillors have a duty of care to declare any interest and the nature of any interest at the start of the meeting or as soon as any interest becomes apparent during the meeting. All declarations of interest to be minuted and any conflict addressed as appropriate.	Existing procedures adequate
Minutes, agenda, statutory documents	Non-compliance with statutory requirements	L	Minutes are reviewed, approved and signed at the next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council Meetings should be managed by the Chairman.	Existing provision adequate
Staff	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually when insurance is due
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	RFO/Councillor view
ASSET MANAGEMENT AND INSURANCE				
Assets	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Assets	Loss, damage etc	M	Annual inspection, update insurance and asset registers	Diary
Insurance	Compliance	L	Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate. Review annually.
Insurance	Cost	L	An annual comparison is made of other insurances available, except when a policy is entered into for a fixed period of more than one year	Diary – April
Insurance	Adequacy	L	An annual review is undertaken of insurance arrangements in place	Diary – April

Loss	Consequential loss due to critical damage or third party	L	Review of adequacy of insurance cover	Diary – May
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Diary
FINANCIAL MANAGEMENT				
Direct costs and overhead expenses	Cheque payable is excessive or to wrong party	M	Cheque signatories to initial stub and invoice	Councillors to verify
Direct costs and overhead expenses	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliation on monthly basis	Councillor to verify
Direct costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval clerk
Election costs	Invoice at agreed rate	L	RFO to check and consider budget	RFO and Councillors to verify
Grants	Receipt of grant when due	M	Clerk/RFO as required	Grant receipts log kept
Grants	Claims procedure	M	Clerk/RFO as required	
Grants and support	Conditions agreed	L	Agree and fully document any reasonable conditions in Minutes	Clerk to action as and when appropriate
Grants and support	No power to pay or no evidence of agreement of Parish Council to pay	M	Minutes Parish Council agreement with the power used to authorise payment	Clerk to show on agenda and minutes. Councillors to verify.
Investment income	Surplus funds	L	Review levels and investment policy	
Investment income	Receipt when due	L	Clerk/RFO check as required	
Other income	From allotments	M	Check allotment rental received	Diary – September
Other income	Cash banking	L	Segregate duties. Check to bank statements. Regular bank reconciliation.	Councillor to verify on monthly basis at meetings.
Other income	Cash handling	L	Cash handling is avoided but where necessary, appropriate controls are in place – cash book with 2	Annual review of documented controls.

			signatures required. The Parish Council has no petty cash or float.	
Precept	Adequacy of precept	M	Quarterly review of budget to actual	Diary – July, October, January and April
Precept	Not paid by DDC	L	Confirm receipt	Diary – April, October
Precept	Not submitted	L	Full minute – RFO	Diary – January
Reserves – earmarked	Unidentified earmarked or contingency liability	L	Review minutes	RFO/Councillor to review annually
Reserves – earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion
Reserves – general	Adequacy	L	Consider at budget setting	Diary – November
Salaries	Challenge made on employment status	M	Clerk employed by Parish Council as in contract. PAYE/NIC to be paid where applicable	Contract
Salaries	Wrong deductions – NI and income tax	M	Check to PAYE calculators	Councillor to verify
Salaries	Wrong salary/hours/rate paid	M	Check salary to be minuted, check hours and rate to contract	Councillor to verify at each meeting
VAT	Claimed within time limits	M	Returns submitted	RFO verify
VAT	Charged on purchases	L	Consider all items per cash book lists	RFO verify
VAT	Charged on sales	M	Consider annually	RFO verify
VAT	VAT analysis	M	All items in cash book lists	RFO verify