



## CLAYPOLE PARISH COUNCIL RISK ASSESSMENT SCHEDULE

**'Risk' is here defined as the threat that an event or action will adversely affect the council's ability to achieve its objectives or enact its strategies.**

### **Definition of Risk Management**

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

### **Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)**

Claypole Parish Council takes its responsibilities to staff and to the management of public property and finance seriously and will carry out a review of risks annually.

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 Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

### **MANAGEMENT**

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Business Continuity	Council unable to continue its business due to an unexpected or tragic circumstance	L	There are no life critical services provided Common sense used to determine appropriate action Contact Lincs ALC and/or South Kesteven District Council for advice.	Review when necessary
Meeting location	Adequacy Health and Safety Accessibility	L	Meetings are held at Claypole Village Hall in Claypole. Parish Councillors have access to key box, locked with a security code which is changed monthly . The premises and facilities are considered to be adequate for the Clerk, Councillors and public that attend from a health & safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire, damage	L	Current papers are held in a fireproof bag in the Clerks home and archived papers currently at the Chairs home but arrangements have been made for minutes to be passed to Lincs archives and secure fireproof bags to be stored at Claypole Village Hall.	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the Parish Council laptop. One drive back-ups of the files are taken.	Existing procedure adequate. Review when necessary

<b>FINANCE</b>				
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept setting. The Parish Council receives quarterly budget update information and detailed budgets in the late autumn. The precept is an agenda item at the January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place ahead of renewal. Asset register updated when required. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has Financial Regulations in place which set out the requirements for banking, cheques and reconciliation of accounts	Existing procedure adequate Review Financial Regulations annually
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float.	Existing procedure adequate
Financial controls and records	Inadequate checks	L	Financial Regulations are in place. Monthly reconciliation prepared by RFO and checked by a member of the PC at the monthly meeting. Multiple signatories on accounts/cheques. Financial reports presented at every meeting. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Insurance in place to cover any financial loss	Existing procedure adequate Financial Regulations reviewed annually
Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts made under Freedom of Information Act Review as required
Clerk	Loss of clerk  Fraud  Incompetence	M  L  L	Notice period built in to contract A contingency fund to be established to recruit a suitably qualified Clerk or locum Clerk in the event of the clerk resigning or becoming ill. Fidelity Guarantee insured Clerk should be provided with relevant training, reference books, access to assistance and legal advice Training budget in place	Existing procedures adequate
Election Costs	Unbudgeted cost	L	Election costs of £2000 are held in an earmarked reserve	Existing procedures adequate
VAT	Re-claiming/charging	L	The Council has no services for which it must charge VAT. VAT is to be re-claimed regularly and at least annually.	Existing procedure adequate

Annual return	Not submitted within time limits  Incorrect completion	L	Timeframe chosen to coincide with June Parish Council meeting.  Internal auditor checks end of year figures and documents.	Existing procedure adequate
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<b>ASSETS</b>				
Street furniture	Damage to Notice Boards etc.	L	Asset register kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by members of the Parish Council  Public Liability Insurance in place	Existing procedure adequate
Play Park equipment	Damage to property Public liability	L	Weekly checks of play equipment  Annual RoSPA accredited inspection  Public Liability Insurance in place	Existing procedure adequate
Parish Council laptop	Theft or damage	L	Kept secure in Clerks home  Not to be left unattended in vehicle	Existing procedure adequate
<b>LIABILITY</b>				
Legal Powers	Illegal activity or Payments	L  L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.	Existing procedure adequate
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliance with statutory requirements	L  L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements  Minutes are approved and signed at next meeting  Minutes and agendas are displayed according to legal requirements  Business conducted at Council meetings managed by the Chairman	Existing procedures adequate Councillors to undertake adequate training  Members to adhere to Code of Conduct
Public Liability	Risk to third party, property, individuals or members of Council	M	Insurance is in place.  Risk assessment of any individual event undertaken	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Insurance in place Undertake adequate training and seek advice, if necessary, from NALC Comply with Inland Revenue requirements.	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M	Clerk to clarify legal position on proposals and to seek advice if necessary Council always receives and approves minutes at monthly meetings Officials indemnity in place Retention of document policy in place	Existing procedures adequate

<b>COUNCILLORS PROPRIETY</b>				
Members' Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting Declarations of interest minuted Register of Members' Interests form to be reviewed at least on an annual basis	Existing procedures adequate Members to take responsibility to update their register
	Not declared or out of date.	L		

This document was adopted by Claypole Parish Council on 2 April 2025 Minute Ref 25/088