

EAST GOSCOTE PARISH COUNCIL

RISK ASSESSMENT POLICY



Approved by: Full Council

Date: 16/06/2025

Last reviewed:

Next review due:

East Goscote Parish Council

Risk Assessment Policy – 2025

1. Introduction

Parish councils must implement a risk management system tailored to their size and complexity. While smaller parishes may require a simpler approach, larger parish and town councils necessitate more comprehensive strategies. This system also aids internal auditors in identifying relevant checks during audits.

Effective risk management is critical. Failure to manage risks adequately can result in significant financial losses and compromised service delivery. Many Parish Council Clerks are already performing risk assessments to some extent; however, there is often room to enhance and formally document these practices.

Clerks are ultimately responsible for risk management, as unmanaged risks can impede the Council's ability to meet its objectives. Therefore, clerks should ensure they:

- Identify key risks facing the Council;
- Evaluate the potential impact of these risks; and
- Implement measures to avoid, reduce, or control the risks and their consequences.

Each council is unique, and no universal list of risks applies. However, common areas of concern typically include:

- Physical Assets: buildings, equipment, IT infrastructure.
- Finance: banking, income, petty cash.
- Public Safety: playgrounds, recreation grounds, village halls, burial grounds.
- Legal Compliance: records, meeting documentation.
- Councillor Conduct: declarations of interests, hospitality registers.

Each risk area should be evaluated for likelihood and potential impact, using a simple classification of Low (L), Medium (M), or High (H). Risks can be managed by:

- Taking out insurance;
- Collaborating with external parties; or
- Managing risks internally.

2. Risk Assessment Matrix

Area	Risk	Level	Control Measures
Assets	Protection of physical assets	L	Insurance policies covering buildings, contents, and vehicles at appropriate levels.
	Security of buildings and equipment	M	Door entry system, CCTV surveillance, contents insurance, regular external data backups.
	Maintenance of assets	M	Weekly inspections; scheduled maintenance of buildings and equipment, including safety and electrical systems.
Finance	Banking arrangements	M	Use of current and deposit accounts; regular bank reconciliations.
	Consequential loss of income	L	Insurance in place; documents backed up and stored offsite. Relocation expenses not covered.
	Theft or dishonesty	M	Fidelity insurance coverage of £250,000.
	Financial controls and records	M	Monthly reconciliations by the RFO, reporting to Council. Expenditures require Council approval. Dual authorization of online payments by Vice Chair and Chair. Internal and external audits in place.
	Compliance with Customs & Excise regulations	M	VAT returns completed semi-annually. External advice used when necessary. Payroll and RTI submissions are timely.
	Budgeting and precept planning	M	Detailed budgets reviewed in autumn; monitored bi-annually.
	Borrowing restrictions	L	No borrowing planned.
	Legal liability from asset ownership	M	Insurance, H&S checklists, and weekly inspections in place. Annual insurer reviews.
Liability	Third-party risks	M	Public liability insurance of £10,000,000.
Employment	Employment law compliance	M	Membership with national bodies (e.g., NALC), legal advice accessed as required. Employers' liability insurance of £10,000,000.
	Inland Revenue compliance	M	Guidance from HMRC and accounting software. Annual audit reviews.
	Staff and visitor safety	L	One-way door access and CCTV installed. Active health and safety

			policy.
	Staff long-term absence	M	Provisions for staff coverage to ensure continuity of administrative, financial, and maintenance functions.
Legal Compliance	Legality of activities	L	Clerk ensures legal validation of Council proposals; legal advice obtained when required. Standing orders and financial regulations reviewed regularly.
	Timely reporting through minutes	M	Monthly Full Council meetings. Minutes available in public library, Council Offices, and on the Council website.
	Document control	M	Legal documents securely stored. Regular digital backups performed.
Councillor Conduct	Registers of interests, gifts, and hospitality	M	Register of Interests completed when appointed, regular reminders to ensure Councillors have updated their records..

3. Review and Approval

This Risk Management Policy was reviewed and adopted by the Council on 16 June 2025. The policy will be reviewed annually or as required.

Signed: _____

Position: _____

Date: _____

Signed: _____

Position: _____

Date: _____