

# Withington Parish Council Risk Management Assessment

**This Risk Management Assessment was adopted by the Parish Council at its meeting held on 7<sup>th</sup> May 2025**

Present arrangements are: The Clerk is also the RFO and Proper Officer.

Risk Area	Risk Identified	Level of Risk (H/M/L)	Management/Control of Risk	Comments
Business Continuity	Risk of Council not being able to continue its business due to unexpected or unfortunate circumstances	L M	All paper files and records are kept at the Clerks home. All electronic documents are backed up to Microsoft 365 One Drive which is password protected. A sealed dated envelope containing all passwords etc is held by one of the Councillor signatories	Adequate
Business Continuity	Loss of Councillor/s particularly having more than 2 vacancies at one time resulting in being inquorate	L	When a vacancy arises, there is a legal process to follow. Advice should be sought from Shropshire Association of Local Councils (SALC)	Adequate
Precept	Adequacy of precept	M	Clerk prepares a budget forecast for the financial year end, and a budget for the next financial year and the proposed precept for approval at the January Council meeting.	Procedure adequate.
	Requirements not submitted to Shropshire Council (SC)	L	The precept amount is submitted by the Clerk to SC before their deadline.	Inadequate - Council needs to build up a reserve. January 2026 PC Meeting the precept & budget set to build up reserve
	Precept not received from SC	L	Clerk to contact SC if precept not received by mid-May.	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements.	Adequate Review the Financial Regulations when necessary.
Bank and Banking	Inadequate checks Bank mistakes	L L	The Council has Financial Regulations that set out the requirements for banking, cheques, and reconciliation of accounts. The debit card held by the Clerk is to be used only for depositing cash not payments. The Clerk reconciles the bank accounts every other month and reports any problems/irregularities to the bank immediately.	Adequate  Adequate.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations that set out the requirements. Cash received is banked by the Clerk as soon as possible. The Council does not have Petty Cash The Council's insurance policy covers fidelity.	Adequate Review the Financial Regulations when necessary.  Ensure fidelity insurance is adequate
Expenditure	Invoice errors Goods not supplied but invoiced	L L	The Council has Financial Regulations that set out the requirements. Invoices are checked for accuracy and supply confirmed by the Clerk before payment. All payments are authorised by Councillors at Council meetings.	Adequate

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Employee Salaries	Salary paid incorrectly. Wrong hours paid. Wrong rate paid. Wrong deduction of NI and Tax	L L L L	The Council has employed a payroll provider whose services include calculation of Tax and NI for payment to HMRC, provision of payslips, P60 etc. Along with submitting reports to HMRC in line with their requirements. Following authorisation by the Council the Clerk notifies the provider of any changes to a salary. The Council has one employee the Clerk. The Clerk is paid quarterly and all payments to the Clerk are authorised at Council meetings.	Adequate
Employee Inland Revenue Contributions	Unpaid Tax and NI contributions to the Inland Revenue	L	The payroll provider notifies the Clerk of Tax and NI payments due to HMRC. All payments to HMRC are authorised at Council meetings and are paid to HMRC quarterly, at the same time as the Clerks salary is paid.	Adequate
Councillor/Clerk Allowances/Expenses.	Overpayment Income tax deduction	N/A	The Councillors and Clerk do not claim allowances/expenses.	N/A Will need to be reviewed if arrangements change
VAT	VAT not reclaimed	L	The Council has Financial Regulations that set out the requirements. VAT reimbursement is claimed by the Clerk annually.	Adequate
Election Costs	Risk of an election cost	H	Risk is higher in an election year. When a scheduled election is due the Clerk will obtain an estimate of costs from Shropshire Council. There are no measures which can be adopted to minimise the risk of having an election.	Council should consider saving each year to cover all costs. Jan 2026 budget set to build elections reserves.
Grants and Support Payable	Power to pay. Authorisation of Council to pay	L	The Council does not pay Grants or give Support. However, if grants/support were given in the future using the S137 power of expenditure all expenditure would go through the required Council process of approval, minuted and listed accordingly.	Adequate Parish Council to obtain a copy of the S137 rules if required;
Grants Receivable	Receipts of Grant	L	The Council does not presently receive any grants. Grants would come with terms and conditions to be satisfied which would need to be authorised by the Council.	Adequate Procedure would need to be formed, if required.
Self-Auditing	Errors Theft Fraud Non-Compliance	L L L L	For each Council Meeting the Clerk produces up to date Accounts which itemise all receipts and payment balanced against the bank. The bank reconciliation is checked and signed by a Councillor (not the Chair) at each meeting. Councillors approve payments to be made, and payments made since the previous meeting. The accounts along with a list of payments authorised are included in the minutes.	Adequate  Councillor appointed to check financial records

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Internal Audit	Parish Council not complying with required documents/legislation Audit completion within time limits	M L	Internal Auditor is appointed by the Council. Internal Auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. The Clerk must ensure that all necessary information is supplied to the Internal Auditor promptly, allowing compliance with prescribed time limits	Inadequate – Policies in place. Few more to complete
Annual Return – External Audit	Completion and submission within the time limits.	L	Annual Return is completed by the Clerk, checked and submitted to the Internal Auditor for completion. It is then authorised by the Council and signed by the Chair at the May meeting. All relevant documents are sent to the External Auditor within the time limit.	Adequate
Insurance	Adequacy, cover not comprehensive. Cost not competitive Fidelity Cover Public Liability Employers Liability Compliance	L L L L L	An annual review is undertaken by Councillors (before the time of the policy renewal to ensure insurance meets legal requirements and relates to the relevant risks identified. Comparison of costs/cover offered by other companies Fidelity Cover to include clerk and councillors. Public Liability and Employers Liability to meet legal requirements	Adequate Annual Insurance renewal date 1 June Internal Auditor assessment of cover.
Litigation	Potential risk of legal action taken against the Council Non-compliance with new legislation.	M M	Public Liability and Legal Cost insurance held. Annual review to ensure insurance cover is adequate Annual review of all policies and working practices are in line with new legislation.	Adequate
Minutes/Agendas/ Notices and Statutory Documents	Accuracy and legality Business Conduct	L L	Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed by the Chair at the following Council meeting. Minutes and agendas are displayed by the Clerk according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Adequate  Guidance/training given to Chair if required.  Members to adhere to the Code of Conduct
Councillor Interests	Conflict of interest Register of Members interests	L M	Councillors have a duty to declare any interest at the start of a Council meeting. Register of Members Interest Forms to be reviewed regularly by Councillors	Adequate  Members to take responsibility to update their Register
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Council to be resolved and minuted at Council meetings.	Adequate
Meeting Location	Adequacy Health & Safety	L M	The Council meetings are held at the village hall. The premises and the facilities are considered to be appropriate for the Councillors, Clerk and Public who attend from Health & Safety, Disability Discrimination and comfort aspects	Adequate

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Communication and Information	Information not communicated to parishioners. Non-compliance with the Local Government Transparency Code & legislation	L L	All agendas and minutes (which contain up to date financial information) are emailed by the Clerk to parishioners on a circulation list, displayed on the notice board and posted on the website. The notice of public rights is distributed as above. The required information from the Annual Governance & Accountability Return is posted on the website.	Adequate  Annual review of communication policy
Data Protection	Non-compliance with the General Data Protection Regulations (GDPR)	L	The Parish Council is registered with the Information Commissioner's Office The Clerk is responsible for storing all personal information securely. Personal information will only be used for the purpose it was given and will not be passed on to a third party without prior permission. Personal information no longer used/needed will be disposed of securely by the Clerk.	Adequate
Freedom of Information	Information not available to Parishioners Non-compliance with legislation	L L	The Clerk has received Freedom of Information training. Requests for information are to be made to the Clerk who may charge a small fee to cover the cost of consumables and time taken to gather the information.	Adequate
Website Accessibility	Non-compliance with Web Content Accessibility Guidelines		The web site provider has been awarded WCAG 2.2 AA accessibility compliant. The Clerk is responsible for ensuring all content uploaded comply with the guidelines	Adequate
Assets/Property	Theft, damage, or injury to third parties.  Asset Register not up to date	L L	The Council has public liability insurance, and all assets are checked regularly for defects and are maintained accordingly. The Clerk reviews the asset register annually and accounts for new purchases and disposals.	Adequate
Assets Defibrillator	Faulty defibrillator and/or cabinet		The defibrillator and cabinet are checked weekly.	Adequate
Special Events	Risk of financial loss  Health & Safety	M L	Activities arranged to celebrate major anniversaries and events in the UK. are funded by donations prior to the event and on the day thus reducing the risk of financial loss. Health & Safety risks mitigated	Each event needs to be risk assessed on an individual basis prior to organisation. For both Financial Loss and Health & Safety. One Councillor has qualifications, skills and experience in Health & Safety