

RISK MANAGEMENT SCHEDULE

APPROVED 06.05.2025

FINANCIAL				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Financial controls	Non compliance with financial regs	M	Adopt and regularly review financial regs	Annually in May and ad hoc with any NALC updates
Legal powers	No legal power to spend	L	Adoption of General Power of Competence	Ongoing review
			Qualified Clerk	
			Membership of GAPTC	
Statutory tasks not completed	Operating outside legal framework	L	Accounts reviewed monthly by nominated councillor and quarterly reports taken to full meetings	Ongoing review
			All audit reports taken to full council	
			Staff receive appropriate training	
Annual return	Not submitted to required timelines	L	On agenda for May meetings	Annually
Precept	Not requested	L	Agreed at January meeting of full council	Annually
	Not received	L	Clerk to chase	Annually
	Inadequate	M	Robust review by working group to ensure that increase is reasonable and options provided to full Council	Reviewed prior to January meeting and options provided
Borrowing	Insufficient funds for loan repayments	L	Schedule of repayments included as part of budget setting process	Annually

Banking	Cash and cheques not banked promptly	L	No cash taken, very few cheques received or issued.	Ongoing review
			Monthly accounts provided to nominated councillor	Ongoing review
	Fraud / error	M	Approval process for all payments in place	Ongoing review
Competence	Absence of skills	L	Clerk qualified, completed CPD	Ongoing review
Financial records	Loss	M	Computer regularly backed up, bank statements available online, accounts sent to nominated councillor	Ongoing review
Payroll	Incorrect payments	L	PATA payroll bureau used to process payroll and submit tax information	Ongoing review
VAT	Not reclaimed	L	Claims made at least twice yearly	Ongoing review
Elections	Insufficient funds for election costs	M	Reserve held in case of election	Adequacy reviewed annually as part of budget setting process
Insurance	Adequacy	M	Additions to asset register reviewed to ensure insurance notified if needed to add to policy	Ongoing review
	Compliance		Reviewed as part of internal audit	Annually

MANAGEMENT

Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Continuity of business	Loss / damage to computer	M	Files backed up regularly	Annually
Continuity of staff	Absence	M	Use of locums provided by GAPTC	Ongoing review
Loss of records	Loss of paper records	L	Majority of documents on laptop / backed up	Ongoing review
Health and safety of staff	Injury at work	L	Liability insurance in place	Ongoing review
Health and safety of visitors	Injury at hall / events	L	Accident log held at hall, liability insurance in place	Ongoing review
Health and safety of volunteers	Injury at hall / events	L	Volunteers clear on requirements to minimise risk	Ongoing review

Contractors	Works at hall / grass cutting on greens owned by parish could prevent danger to public	M	Proposed works subject to risk assessment and adequacy of insurance of contractor	Ongoing review
Hall users	Groups using hall could be injured or damage hall items	M	Hall user policy in place, insurance in place	Ongoing review
PROCEDURAL				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Legal powers	Acting outside of powers	L	General power of competence adopted, Clerk qualified, review where unsure with GAPTC	Ongoing review
	Councillors / working groups exceeding power		Working groups are task oriented with no power to make decision. Where councillor given delegated authority this is minuted	At meetings of full council
Documents	Accuracy of records	L	Agendas prepared by Clerk in liaison with Chair, all minutes produced to required timelines and publically available	Ongoing review
	Non compliance of minutes and agendas		Council operates with SO's and NALC models	Ongoing review
FOI	Non compliance	L	Clerk ensures prompt response to any FOI	Ongoing review
Data protection	Non compliance	L	Signed up to ICO and GDPR policy in place	Ongoing review
Public liability	Failure to provide duty of care	M	£5m public liability	Annual review
Contractors	Failure to provide duty of care	M	Contractors provide risk and H&S assessment prior to commencing works or for grass cutting operate under contractual terms	Ad hoc review with contractor

ASSETS				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Register	Items missing	L	Clerk ensures items added to asset register and presented annually to full council	Annual review
Maintenance	Items not maintained	M	Clerk has included a schedule of review to ensure assets maintained and reviewed regularly.	Annual review
			Gym equipment maintained annually by external contractor	
Contractors	Damage through workmanship	M	Ensure public liability insurance in place	Ongoing review
Hall	Poor upkeep	L	Regular review of hall to ensure it is in good state of repair	Ongoing review
COUNCILLOR CONDUCT				
Subject	Risk Identified	Risk Level H/M/L	Management of Risk	Review
Code of Conduct	Non-compliance	M	Provided to all, training available from GAPTC if required	Ongoing review
Register of Member Interests	Non disclosure	L	Recent training from Monitoring Officer on requirements and Clerk ensures all complete form on appointment	Ongoing item on agenda