

MARSTON SICCA PARISH COUNCIL

Email: clerk@marstonsicca-pc.gov.uk

Mobile: 07768 684673

RISK ASSESSMENT AND MANGEMENT

RISK SECTOR	POTENTIAL RISK	LIKELIHOOD OF RISK	IMPACT	RISK RATING	POTENTIAL IMPACT	STEPS TO MITIGATE RISK	EVIDENCE
Finance	Banking Procedures	1	2	Medium	Lack of cash awareness. Potential for fraud	Adhere to Financial Regulations. Timely production of bank reconciliations & bank statements	Bank Rec. provided at each meeting. Additional signature for payments. Independent internal audit
Finance	Failure to comply with HMRC	1	3	Medium	Penalties for late returns or erroneous information	Use external payroll and EOY returns. VAT organised very financial year.	VAT schedule maintained. Monthly payroll reporting maintained and reported at meetings.
Finance	Poor financial controls and management	1	3	low	Lack of accurate / timely records on financial status, prevents quality	RFO focus on Finance Regulations and working practices. Transparency on	Published accounts. Detailed reports on payments and receipts.

					financial management. Risk of fraud and ineffective decision making	accounting policy and reports for each meeting. Internal inspection of accounts.	Review of policies Internal reviews
Finance	Loss of income due to non-payment or closure of asset	1-2	1	Medium	Cash in bank and impact on costs. Drain on cash	Payment terms specified with reminder. Maintain reserves	Terms and conditions identified with potential end of agreement due to late payment
Finance	Theft	1	3-4	Low/medium	Financial Loss	Strong controls to regulate payment. Adequate Insurance cover	Insurance Policy. Regular appraisal of bank transactions.
Finance	Poor Budgeting Drain on cash	1	2-3	Medium	Spending exceeds income. Insufficient funding to meet obligations	Existing budget vs. actual is reported at least twice yearly. Adequate precept is determined based on budget and anticipated expense/income. Adequate reserves	Budget is assessed quarterly with review on reserves and any unforeseen expense. Signed and recorded in the minutes.
Finance	Unforeseen expenses	1-2	2	Medium	Impact on cash	Review financial practices. Maintain reserves and good budget practice	Budget is assessed. Precept is realistic. Reserves are organised for main council expenditure
Assets	Damage, theft, or non-functioning council assets.	1-2	2-3	Medium	Replacement costs. Loss of valued asset. Injury	Maintain insurance. Prepare annual maintenance (including play equipment) Ensure correct signage is in place to public	Adequate insurance policy Regular maintenance schedule

						buildings and recreational areas. Maintain asset register	Routine inspections, Reviewed regularly at council meetings.
Assets	Cost burden to the council (including community buildings)	1	1-2	Low/medium	Costs to operate and maintain exceeding budget. Drain on cash.	Efficient budgeting with regular reviews.	Quarterly budget appraisals, Robust reserves.
Liability	Third Party liability/property or individual	1-2	3	Medium	Potential claim against the council. Cost and time for the council to action, impact on reputation	Ensure risk assessments are maintained. Ensure adequate insurance policy is in place	Insurance cover in place, public liability cover £10m
Liability	Contractors working on council property	1-2	2-3	Low/Medium	Damage to council property	Request copies of insurance policies	Contractors work to be agreed by full council. Insurance policies received.
Employer Liability	Non-compliance with employment law	1	3-4	Medium	Employee disputes	Employer liability cover Professional advisors when necessary Membership of key bodies e.g., WALC Training programme	Regular review of employment legislation. Annual appraisal. Training programme
Employer Liability	Failure to comply with HMRC requirements	1	3-4	Medium	Penalties for late returns. Time spent addressing HMRC investigations	Maintain financial records Including PAYE. Seek professional advice when necessary	Secured professional payroll services. Robust records maintained.
Legal Liability	Non-compliance with legal powers	1	1	Low	Poor decision making, financial risk.	Clerk advises members on legal position before decisions made. Training programme	Members decisions & approval of expenditure is

							compliant with appropriate power
Health & Safety	Failure to comply with legislation	1-2	3	Medium	Claim against the council	Health & Safety policy integrated in council actions including meetings	Policy reviewed annually. Risk assessments are undertaken.
Health & Safety Liability (Health & Safety at work Act 1974)	Risk with employees or members working alone	1-2	3	Medium	Exposed to risk after late evening meetings. Alone in council property.	Minimum two members close building after meetings. Lighting to exterior of council property.	Risk policy is available to employees and members. Safety reviews conducted quarterly
Legal/Document control liability	Failure to record information. Failure to protect information.	1	2	Medium	Poor decision making. Lack of transparency. Compromised confidential data	Agendas, Minutes, records are produced in good time. confidential information is stored correctly with a policy for removal.	Council documents are published for public scrutiny. Confidential is retained by the Clerk and in accordance with Data Protection Act 2018
Councillor Conduct	Non-compliance with code of conduct. Non-Declaration of Interests	1	3	Medium	Conflict of interest. Bringing the council into disrepute	Register of Interests completed and reviewed at the Annual Parish Council meeting. Signed acceptance of Code of Conduct	Councillor reminded of Declarations of interest at each meeting. Training given for councillors
Communication	Lack of transparency	1	3	Low/Medium	Information not visible.	Second person with full access. Annual review	Current host part of risk assessment.

Notes: This Schedule should meet the requirements of Marston Sicca Parish Council. Adopted July 2024. Review May 2025