

**FOSDYKE PARISH COUNCIL  
RISK ASSESSMENT SCHEDULE**

**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)**

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 not being able to continue its business due to an unexpected or tragic circumstance | L            | All files and recent records are kept at the clerk's home and uploaded to OneDrive. The clerk makes a monthly back up of files. In the event of the clerk being indisposed the Chairman to contact LALC for advice.  | Review when necessary<br><br>Ensure procedures below are undertaken |
| Meeting location           | Adequacy Health and Safety  | L            | Meetings are held in the Village Hall.<br><br>All the premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect. The Village Hall is Covid secure and tables and chairs are wiped before and after use. | Existing procedure adequate   |
| Council Records            | Loss through theft, fire, damage  | L            | Papers, both current and archived will be held in a locked metal cabinet at the clerk's home.  | 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 clerk's computer. Back-ups of the files are taken at monthly intervals on an external hard drive, which  | Existing procedure adequate.  |

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|--|--|--|---|--|
|  |  |  | is kept in a locked metal cabinet. All files are automatically uploaded to OneDrive |  |
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## FINANCE

| Subject                        | Risk(s) Identified                                   | H/M/L            | Management/Control of Risk   | Review/Assess/Revise  |
|--------------------------------|--|------------------|--|---|
| Precept                        | Adequacy of precept                                  | M                | Sound budgeting to underlie annual precept. The Parish Council receives monthly budget update information and detailed budgets in the late autumn. The precept is an agenda item at the November meeting and set in January.   | Existing procedure adequate   |
| Insurance                      | Adequacy<br>Cost<br>Compliance<br>Fidelity Guarantee | L<br>L<br>L<br>M | An annual review is undertaken of all insurance arrangements in place.<br>Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement   | Existing procedure adequate<br>Review provision and compliance annually   |
| Banking                        | Inadequate checks                                    | L                | The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts   | Existing procedures adequate<br>Review Financial Regulations as necessary |
| Cash                           | Loss through theft or dishonesty                     | L                | The Council has no petty cash or float. Any cash transactions are made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice  | Existing procedures adequate  |
| Financial controls and records | Inadequate checks                                    | L                | Monthly reconciliation prepared by RFO and checked by the Chair of the Parish Council. Two signatories on cheques and a policy is in place for electronic payments.<br>Internal and external audit.<br>Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.<br>Any s137 payments must be recorded at time of approval | Existing procedures adequate  |
| Freedom of Information Act     | Policy Provision                                     | L<br>M           | The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will  | Monitor and report any impacts made under Freedom of Information Act      |

|   |  |       | take over 15 hours. However the request can be resubmitted, broken down into sections, thus negating the payment of a fee  |   |
|---|--|-------|--|---|
| Clerk                                     | Loss of clerk                                  | M     | A contingency fund should be established to enable training for the Cilca qualification in the event of the clerk resigning  | Include in financial statement when setting precept<br><br>Membership of SLCC maintained if required. Monitor working conditions<br><br>Monitor payroll function on a regular basis and review every six months |
|   | Fraud  | L     | The requirements of Fidelity Guarantee insurance must be adhered to  |   |
|   | Actions undertaken                             | L     | Clerk should be provided with relevant training, reference books, access to assistance and legal advice  |   |
|   | Salary paid incorrectly                        | L     | The Clerk has been appointed to undertake payment of clerk's monthly salary. A councillor will undertake regular audit checks  |   |
| Election Costs                            | Risk of election cost                          | M     | Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs.                               | Include in financial statement when setting precept   |
| VAT                                       | Re-claiming/charging                           | L     | The Council has financial regulations which set out the requirements   | Existing procedures adequate  |
| Transparency Code                         | Not uploaded to the website within time limits | L     | Ensure the annual requirements of the Code are uploaded to the website by 1 July each year immediately following the accounting year to which it relates. This will be reported to the Parish Council at the July meeting. | Existing procedures adequate  |
| <b>ASSETS</b>                             |  |       |  |   |
| Subject                                   | Risk(s) Identified                             | H/M/L | Management/Control of Risk   | Review/Assess/Revise  |
| Street furniture and playground equipment | Damage to play equipment and benches etc.      | L     | An asset register is 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   | Existing procedures adequate  |
| <b>LIABILITY</b>                          |  |       |  |   |
| Subject                                   | Risk(s) Identified                             | H/M/L | Management/Control of Risk   | Review/Assess/Revise  |
| Legal Powers                              | Illegal activity or payments                   | L     | All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted.   | Existing procedures adequate  |
|   | Working Parties taking decisions               | L     | Ensure established with clear terms of reference.  | Monitor on a monthly basis  |

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|--|---|-------------|--|---|
| Minutes/<br>Agendas/<br>Statutory<br>documents | Accuracy and<br>legality<br>Non compliance<br>with statutory<br>requirements                                  | L<br>L      | Minutes and agendas are produced in the prescribed method and adhere to legal requirements<br>Minutes are approved and signed at next meeting<br>Minutes and agendas are displayed according to legal requirements<br>Business conducted at Council meetings should be managed by the Chairman | Existing procedures adequate<br>Undertake adequate training<br><br>Members to adhere to Code of Conduct |
| Public Liability                               | Risk to third party,<br>property or<br>individuals  | M           | Insurance is in place. Risk assessment of any individual event undertaken  | Existing procedures adequate  |
| Employer<br>Liability                          | Non compliance<br>with employment<br>law  | L           | Undertake adequate training and seek advice from IWALC   | Existing procedures adequate  |
| Legal Liability                                | Legality of activities<br><br>Proper and timely<br>reporting via<br>Minutes<br><br>Proper document<br>control | M<br>L<br>L | Clerk to clarify legal position on proposals and to seek advice if necessary<br>Council always receives and approves minutes at monthly meetings<br><br>Retention of document policy in place  | Existing procedures adequate<br><br>Existing procedures adequate<br><br>Existing procedures adequate    |

#### COUNCILLORS PROPRIETY

| Subject              | Risk(s) Identified  | H/M/L  | Management/Control of Risk   | Review/Assess/Revise  |
|----------------------|---|--------|--|---|
| Members<br>Interests | Conflict of interest<br><br>Register of<br>Members<br>Interests | M<br>L | Councillors have a duty to declare any interest at the start of the meeting<br>Register of Members Interests form to be reviewed at least on an annual basis | Existing procedures adequate<br><br>Members to take responsibility to update their register |

## FOSDYKE PARISH COUNCIL RISK ASSESSMENT SCHEDULE

| ITEM   | FREQUENCY   | COMMENTS/ACTIONS       |
|--|---|------------------------|
| <b>Parish Council Insurance</b><br>Including<br>Public and Employers Liability<br>Money and Fidelity Guarantee<br>Personal Accident  | Annually  | All processes adequate |
| <b>Assets inspection</b>   | Annually  | Adequate               |
| <b>Financial Matters</b><br>Banking Arrangements<br>Insurance Providers<br>VAT return completed<br>Budget agreed, monitored and reported<br>Precept requested:<br><br>Payments approval procedure<br>Bank reconciliation overseen by Chairman<br>Clerk's salary reviewed and documented<br>Internal audit<br>Transparency Code<br>Internal check of financial procedures | Annually<br>Annually<br>Annually<br>Monthly<br>Annually<br><br>Monthly<br>Ongoing<br>Annually<br>Annually<br>Annually<br>Annually | All processes adequate |
| <b>Administration</b><br>Minutes properly numbered<br>Asset register available/updated<br>Financial Regulations reviewed<br>Standing orders reviewed<br>Backups taken of computer records  | Ongoing<br>Ongoing<br>Annually<br>Annually<br>Weekly  | All processes adequate |
| <b>Employers Responsibilities</b><br>Contract of employment in place<br>Contractors Indemnity Insurance<br>Written arrangements with contractors   | Annually<br>Ongoing<br>Ongoing  | All processes adequate |
| <b>Members' responsibilities</b><br>Code of Conduct adopted<br>Register of Interests completed and updated<br>Register of Gifts/Hospitality<br>Declarations of Interests minuted   | Ongoing<br>Ongoing<br>Ongoing<br>Ongoing  | All processes adequate |

The information given above was agreed at the January 2026 meeting and will be agreed annually as being a correct record.

Signed  
Chairman

Dated

Clerk

Dated