

RISK ASSESMENT AND MANAGEMENT - OSGATHORPE PARISH COUNCIL 2024/25

RISK AREA	POTENTIAL RISK IDENTIFIED	LIKLIHOOD OF OCCURANCE	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Assets						
Notice Boards (2)	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Insurance policy	When applicable, determine cost of rebuilding main assets and update insurance policy.
Telephone Kiosk	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Insurance policy	When applicable, determine cost of rebuilding main assets and update insurance policy.
Bus Shelter (2)	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Insurance policy	When applicable, determine cost of rebuilding main assets and update insurance policy.
Waste Bins	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Insurance policy	When applicable, determine cost of rebuilding main assets and update insurance policy.
Benches	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Insurance policy	When applicable, determine cost of rebuilding main assets and update insurance policy.
Cemetery	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Insurance policy	When applicable, determine cost of rebuilding main assets and update insurance policy.
Play Area	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held. The Parish Council is accruing a financial reserve sufficient to replace Play Area assets when they become unfit for use	Insurance policy	When applicable, determine cost of rebuilding main assets and update insurance policy.

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Petrol Strimmer	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Insurance policy	When applicable, determine cost of rebuilding main assets and update insurance policy.
Sit on mower	Protection of physical assets	Low 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Separate risk assessment. Also separate, and current, insurance policy as this is a motor vehicle	When applicable, determine cost of rebuilding main assets and update insurance policy.
Social Event Assets	Protection of physical assets	Low financial risk 1	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	The Parish Council holds insurance with a level of cover applicable to the total current value of all material assets held.	Insurance policy	Assets to be added to insurance policy.
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Liability						
Cemetery	Legal liability as a consequence of asset ownership	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	The Parish Council holds insurance with an appropriate level of cover level of cover	Current insurance policy.	
	Injury to Clerk, Cllrs or members of the public	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£5M).	Current insurance policy.	
Play Area	Legal liability as a consequence of asset ownership	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	The Parish Council holds insurance with an appropriate level of cover level of cover and reviews the safety of play equipment each Council year.	Current insurance policy.	
	Injury to Clerk, Cllrs or members of the public	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£5M).	Current insurance policy.	
Notice Boards 2	Injury to Clerk, Cllrs	Low	Funding cost of a successful action or	Public liability insurance cover (£5M).	Current insurance policy.	

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	or members of the public	1	claim against the Council. Reputational risk.			
Telephone Kiosk	Injury to Clerk, Cllrs or members of the public	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£5M).	Current insurance policy.	
Bus Shelter 2	Injury to Clerk, Cllrs or members of the public	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£5M).	Current insurance policy.	
Waste Bins	Injury to Clerk, Cllrs or members of the public	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£5M).	Current insurance policy.	
Petrol Strimmer	Injury to user and members of the public	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£5M). Limit usage to named individuals. Rachel Stone, Ian Stone and Rob Mclynn	Current insurance policy.	
Sit on mower	Injury to user and members of the public	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£5M). Limit usage to named, competent individuals.	Specific insurance policy.	
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Finance						
Benches	Injury to Clerk, Cllrs or members of the public	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£5M).	Current insurance policy.	
Cemetery	Injury to Clerk, Cllrs	Low	Funding cost of a successful action or	Public liability insurance cover (£5M).	Current insurance policy.	

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	or members of the public	1	claim against the Council. Reputational risk.			
Finance	Banking	Low 1	Cash flow problems. Increased potential for fraud	Regular banking and reconciliation of statements. Mandate kept up to date.	Reconciled bank statements. Current bank mandate.	Review bank mandate to ensure cheque signatories are up to date.
Finance	Loss of cash through theft or dishonesty	Low 1	Adverse publicity for the council on disclosure. Reputational risk. Financial loss.	Adequate level of fidelity insurance cover, with a minimum of £10,000.	Insurance policy document	
Finance	Financial controls and records	Low 1	Lack of control over the Council's assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Qualified internal and external audit reports.	Accounts and asset register prepared on appropriate computerised accounting system. Bank reconciliations undertaken on a regular basis. Expenditure payments approved by council. Minimum 2 council signatories on cheques.	Monthly bank accounts statements. Bank reconciliation statements. Signed expenditure payments reports. Approved signatories on bank mandate.	Set up of computerised asset register and reconcile to agreed insurance values. Update asset register for all future assets purchased.
Finance	Compliance with HMRC regulations	Medium 2	Penalties and/or fines for late returns, errors on submissions etc. Reputational risk and adverse publicity.	Use external advice when necessary. Submit initial VAT return when £100 reached then at least annually. Submit payroll end of year returns online, on time. Internal and external audit review.	VAT returns and workings. Payroll submission confirmations.	Ensure VAT period in the accounts is fully closed off after preparing the VAT return.
Finance	Budgets supporting annual precept	Medium 2	Council receives less funding than is required to meet its obligations and objectives.	Council prepares detailed budget. Precept determined directly from this budget. Actual expenditure versus budget reported to Council twice a year.	Annual budget statements of council, with minuted approval. Budget versus actual statements with minuted approval.	.
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Employer Liability						
	Non-compliance with employment law	Medium 3	Employee dissatisfaction and disputes, potentially leading to industrial tribunal.	Relevant staff training and experience. Advice from relevant professional advisers and membership bodies e.g. LRALC	Current Employers Liability insurance certificate. Employee's contract of employment. Processes and procedures in place.	

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				Code of Conduct training for members. Employers liability insurance (£5M)		
	Non-compliance with HMRC requirements	Medium 3	Fines and penalties for late returns, errors etc. HMRC investigations.	Relevant staff training and experience. Advice from HMRC as required. Internal and external audit reviews.	Records of HMRC returns and submissions.	
	Non compliance with employee pension requirements	Medium 2	Fines and penalties. Employee claims for non-payment of employer contributions.	Employee opt-out procedure	Contract of employment	
	Safety of staff and visitors	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Adequate insurance.	Current insurance policy.	
Legal liability						
	Ensuring activities are within legal powers	Low 1	Potential reputational and financial risk.	Parish Clerk clarifies the legal position on any new proposal put before the Council. Legal advice to be taken when necessary. Standing orders and financial regulations up to date and fully complied with.	Council minutes. Standing orders and financial regulations document.	Review annually and Council to minute this (irrespective of any changes made).
	Accurate and timely reporting via the minutes	Medium 3	Inappropriate or no actions undertaken. Reputational risk. Noncompliance with the Freedom of Information Act	Full council meets regularly and receives and approves minutes of meetings. Minutes made available to public via the Council website.	Council minutes (hard copy and via the web)	Minutes of Council and committees to be uploaded onto website within 3 weeks of relevant meeting.
	Proper document control	Medium 2	Loss of key data. Confidential data compromised. Council unable to function effectively	Any key legal documents kept in locked cabinet at Clerks home. Computer backed up regularly using Dell Datasafe.	Schedule of any documents contained in locked cabinet.	
Cllr Propriety	Registers of Interests, Gifts and Hospitality in place	Low 1	Conflict of interest of councilors. Corruption	Register of Interest completed and reviewed annually. Gifts and Hospitality Register available.		

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This risk management paper was considered by the Council on.....
And will be reviewed again in 12 months.

Signed:

Position:

Date:

Signed:

Position:

Date: