



# St Helen Without Parish Council

## Working for You

### Risk Management

Approved 19<sup>th</sup> May 2025

Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of the Council's objectives.

Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or to successfully manage the consequences.

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 minimize them.

The risks have been graded using a scoring system of 1-3 of Likelihood and the severity of the impact, 1 being low and 3 being high. These are multiplied together to produce a risk score 1-9.

	Subject	Risk(s) Identified	Likelihood (a)	Impact (b)	Risk (=a x b)	Management/Control of Risk	Further Action
1	Finance	Inaccurate financial records	2	3	6	Clerk/RFO keeps records; internal audit; monthly reconciliation	Internal Controls Policy
		Fraud or theft	1	3	3	Two-signature rule; bank reconciliations; original invoices available to the bank signatories for checking payment details; insurance	Councillor spot checks
		Overspending or unapproved expenditure	2	2	4	Budget monitoring; council approval required	Training for councillors on Financial Regs
		Insufficient income	1	2	2	Ensure budget setting process is followed and adequate precept is requested before the deadline	
		Error	2	3	6	The bank account is reconciled monthly and the Bank Reconciliation is presented to a member of the Parish Council quarterly	
		Goods or services billed but not received	1	2	2	A full list of invoices to be paid or paid since the last meeting is presented for review by the Council	

		Invoices incorrect	1	2	2	Invoices to be checked by the Clerk/RFO prior to being presented for payment	
		Loss of grant received	1	3	3	Ensure conditions of any grants received are adhered to and recorded	
2	Governance	Non-compliance with legal requirements	2	3	6	Clerk trained in legal requirements; regular reviews; annual appointment of an Internal Auditor by the Council; Legal Cover included in the insurance.	Subscribe to NALC updates
		Lack of transparency	2	2	4	Minutes published; public meetings; Annual Return completed and submitted by the deadlines	Councillor spot checks of website; councillors to be familiar with transparency requirements
		Loss of signed Minutes	2	2	4	Historic minutes stored at the Oxford Archives. Current and recent minutes stored in Clerk's home	Review length of time minutes are kept on site and transfer older minutes to the archives
3	Insurance	Inadequate Cover – public Liability, property, personal injury, employer's liability	2	2	4	Undertake annual review (ahead of policy renewal) of public Liability, property, personal injury, employer's liability	Councillors to review insurance cover
		Compliance	1	3	3	Ensure insurance requirements are adhered to and information required by the insurers is provided.	Risk assessments to be completed for all activities
		Fidelity Guarantee	1	3	3	Ensure Fidelity checks are in place	
4	Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	1	2	2	The District Council would set in to fill the void if there was an issue affecting all the Councillors at once.	

	Loss of Clerk/RFO	2	3	6	Contract and job description in place	Create a contingency plan; OALC would provide support to fill the void of Clerk
	Lack of staff training or knowledge	2	2	4	Training budget; SLCC/NALC membership	CPD review as part of annual review
	Unavailability of meeting location	1	3	6	Ensure meeting venues are booked in advance	
5 Assets	Damage/loss of council property	2	2	4	Asset register; insurance in place	Annual inspection to be undertaken
	Inadequate maintenance of assets	2	2	4	Maintenance schedules	Contract review
	Risk to third party or individuals	2	3	6	Risk assessments regularly carried out to comply with requirements.	
	Failure of defibrillator	1	3	3	Ensure correct registration with the appropriate organisation; ensure regular checks are documented; replace components as required	Check registration of defibrillator and reporting of checks
6 Health & Safety	Public injury at council events or land	1	3	3	Risk assessments; insurance; signage	Volunteer training
7 Reputation	Negative media or public opinion	2	2	4	Open meetings; complaints policy	Media and social media policy
	Unable to make payment due to the unavailability of bank signatories	2	3	6	Ensure that sufficient signatories are registered at the bank, a minimum of 4 should be registered.	
	Inappropriate use of Social Media	2	2	4	Councillors training to ensure understanding of role to ensure personal views are not published as if they represent the views of the Council;	

						social media policy	
		Members have not declared an interest	1	3	3	Ensure Register of Members Interest forms to be reviewed regularly by Councillors; reminder to Councillors of the need to declare interests appears on the agenda	
8	IT and Data	Data breach or loss	1	3	3	Use password protection; delete unnecessary data; GDPR policy; ICO registration	Review GDPR compliance annually
		Corruption of computer	2	2	4	Files to be stored locally and on Cloud Storage as a backup	
		Freedom of Information request	2	2	4	The Council has a model publication scheme for Local Councils in place	Ensure appropriate housekeeping of emails and files
		Subject Data Access Requests	2	2	4	the email system has a built in facility of Subject Data Access Requests	Ensure appropriate housekeeping of emails and files