

**KINGS CLIPSTONE PARISH COUNCIL
RISK ASSESSMENT SCHEDULE**

'Risk' is here defined as the threat that an event or action will adversely affect the council's ability to achieve its objectives or enact its strategies.

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)

Kings Clipstone Parish Council takes its responsibilities to staff and to the management of public property and finance seriously and will carry out a review of risks annually.

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

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council unable to continue its business due to an unexpected or tragic circumstance	L	There are no life critical services provided Common sense used to determine appropriate action Contact Notts ALC and/or Newark and Sherwood District Council for advice.	Review when necessary
Meeting location	Adequacy Health and Safety Accessibility	L	Meetings are held at The Shed, Kings Clipstone. The Chairman has keys to the shed. The premises and facilities are considered to be adequate for the Clerk, Councillors and public that attend from a health & safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire, damage	L	Current and archived papers are held in an office the clerks home. Current papers are also kept at the Clerk's home to enable working from 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 Parish Council laptop. Back-ups of the files are stored in Microsoft One Drive and also backed up to hard drive regularly. Arrangements are to be made for archived documents to be deposited with Nottinghamshire archive office.	Existing procedure adequate. Review when necessary

FINANCE				
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept setting. The Parish Council receives quarterly budget update information and detailed budgets in the late autumn. The precept is an agenda item at the January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place ahead of renewal. Asset register updated when required. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has Financial Regulations in place which set out the requirements for banking, cheques and reconciliation of accounts Banking arrangements in place with Lloyds Bank.	Existing procedure adequate Review Financial Regulations annually
Cash	Loss through theft or dishonesty	L	The petty cash float is kept in a locked tin with a combination lock which the clerk and Chairman know. This is kept with the clerk..	Existing procedure adequate
Financial controls and records	Inadequate checks	L	All financial records are kept in accordance with the current Accounts and Audit Regulations. Financial Regulations are in place. Monthly reconciliation prepared by Clerk/RFO and distributed, checked and signed at each monthly Parish Council meeting. Financial reports presented at every meeting. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Insurance in place to cover any financial loss	Existing procedure adequate Financial Regulations reviewed annually
Payroll	Failure to comply with HMRC regulations	L	The HMRC PAYE tool is used and monthly returns are submitted to HMRC.	Existing Procedure Adequate
Grants/Donations	Not included in budget Not within power of PC	L	Grants and donations policy in place. Grant applications to be received prior to budget and precept being set. Reference to budget and S137 powers to be considered before payment of grant/donation	Existing procedure adequate
Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place. FOI and Data Protection policy renewed annually.	Monitor and report any impacts made under Freedom of Information Act Review as required
Clerk	Loss of clerk	M	Appropriate contract of employment in place.	Existing procedures adequate

	Fraud Incompetence	L L	Notice period built in to contract A contingency fund to be established to recruit a suitably qualified Clerk or locum Clerk in the event of the clerk resigning or becoming ill. Fidelity Guarantee insured Clerk should be provided with relevant training, reference books, access to assistance and legal advice Training budget in place	
Election Costs	Unbudgeted cost	L	PC to consider earmarking election costs of £200.	To be considered at May 2025 meeting.
VAT	Re-claiming/charging	L	The Council has no services for which it must charge VAT. VAT is to be reclaimed regularly and at least annually.	Existing procedure adequate
Annual return	Not submitted within time limits Incorrect completion	L	Timeframe chosen to coincide with June Parish Council meeting. Internal auditor checks end of year figures and documents.	Existing procedure adequate
ASSETS				
Street furniture	Damage to benches, seats and Notice Boards etc.	L	Asset register kept up to date and insurance is held at the appropriate level for all items. Public Liability Insurance in place	Existing procedure adequate
Parish Council laptop	Theft or damage	L	Kept secure in Clerks home Not to be left unattended in vehicle	Existing procedure adequate
The Shed	Damage to property Public liability	L	EMVHC responsible for insurance of building and contents. Copy of insurance to be supplied to PC annually	Existing procedure adequate
Defibrillator	Damage to property Theft	L	Inspected weekly Registered with The Circuit	Existing procedure adequate
LIABILITY				
Legal Powers	Illegal activity or Payments	L L L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Section 137 expenditure is separately identified.	Existing procedure adequate
Minutes/ Agendas/ Statutory documents				

Public Liability	Risk to third party, property, individuals or members of Council	M	Insurance cover is in place. Risk assessment of any individual event undertaken Contractors to provide risk assessment and copy of insurance information	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Insurance in place Undertake adequate training and seek advice, if necessary, from NALC Comply with Inland Revenue requirements through use of external payroll provider	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M	Clerk to clarify legal position on proposals and to seek advice if necessary Council always receives and approves minutes at monthly meetings Officials indemnity in place Retention of document policy in place	Existing procedures adequate
COUNCILLORS PROPRIETY				
Members' Interests	Conflict of interest Not declared or out of date.	M L	Councillors have a duty to declare any interest at the start of the meeting Declarations of interest minuted Register of Members' Interests form to be reviewed by members at least on an annual basis or when circumstances change	Existing procedures adequate Members to take responsibility to update their register

This document was adopted by KCPC at the meeting on XXXXXXXX Minute Ref. XXXXXXXX