

# Linby Parish Council Risk Management and Risk Register

**ADOPTED AT THE PARISH COUNCIL MEETING ON 12<sup>th</sup> MAY 2025**

**NEXT REVIEW: MAY 2026**

## What is Risk Management?

Risk is the threat that an event or action will adversely affect the council's ability to achieve its objectives. Risk management is the process by which the risks are identified, assessed and controlled. This policy has been produced to enable the Parish Council to assess the risks that it faces and to satisfy itself that it has adequate arrangements in place to minimise them.

Risk assessment is the systematic examination of the Parish Council's services, activities and external factors that enables the council to identify potential risks. This then enables the council to take all necessary steps to minimise or eliminate the risks.

The risk register exists to enable the Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them. The council has broken down the risks it faces into three areas: Financial, Operational and Assets. Each of these categories is considered in detail over the following pages. The risks are identified and described, together with an evaluation of their significance to the organisation (High, Medium or Low) and arrangements are described for how the council proposes to manage the risk to a satisfactory level.

Financial

Topic	Risk	H/M/L	Management of risk	Review/Assess
Business Continuity	Risk of council not being able to carry on business due to unexpected circumstance Loss of clerk/councillor records (paper or electronic)			
Precept	Adequacy of precept	L	The council receives regular budget updates throughout the year. At the precept meeting the council considers financial information including predicted figures.	Existing procedures adequate.
Financial records	Inadequate records Financial irregularities	L	Financial records are regularly reviewed in council meetings. The council follows financial regulations which are designed to prevent irregularities	Existing procedures adequate.
Bank and Banking	Inadequate checks	L	The council follows financial regulations which are designed to prevent irregularities. Accounts are reconciled regularly to ensure	Existing procedures adequate.

			transactions are correctly reflected in the financial information. Approval by a secondary signatory is required for transactions.	
Reporting and Auditing	Provision of monitoring information. Compliance	L	Budget statements are regularly produced for review by council. Council complies with all internal and external audit requirements	Existing procedures adequate.
Direct costs Orders and invoices	Incorrect invoicing Unpaid invoices	L	The council follows financial regulations which are designed to prevent irregularities. The council is provided with details of payments and receipts for the preceding month at every council meeting.	Existing procedures adequate.
Grants received	Receipts of grants	L	One off grants dealt with within the terms and conditions and would be itemised explicitly in the council accounts.	Existing procedures adequate.

## Operational Management

Topic	Risk	H/M/L	Management of risk	Review/Assess
Accountability	Work awarded incorrectly	L	The council follows financial regulations for procuring goods and services.	Existing procedures adequate.
Salaries and associated costs	Salary paid incorrectly	L	The Parish Council authorises the appointment of all employees. Rates of pay are linked to national terms and conditions.	Existing procedures adequate.
Employees	Loss of key personnel Actions undertaken by staff	L	The council will convene emergency meetings to agree interim arrangements. The clerk and other employees are provided with access to relevant training to undertake role.	Existing procedures adequate.
VAT	Re-claiming/charging	L	The council follows financial regulations which are designed to prevent irregularities.	Existing procedures adequate.

Annual Audit return	Submit within time limits	L	Annual Audit Return is completed and approved by the council, documents forwarded to external auditor within required time limit.	Existing procedures adequate.
Minutes/Agendas/ Notices	Accuracy and legality	L	Minutes and agendas produced in prescribed form. Minutes and agenda are accessible to public through website. Minutes are approved and signed at next council meeting.	Existing procedures adequate.
Members Interests	Conflicts of interest	L	The declaration of member's interests is a standing order on the meeting agenda.	Existing procedures adequate.
Insurance	Adequacy Cost		An annual review is undertaken of insurance requirements. Ensure compliance measures are in place.	
Data Protection	Policy	L	The council is registered with the Information Commissioner	Ensure annual review of registration
Freedom of Information Act	Policy	L	Ensure Clerk is aware that if a substantial request arrives then this may require additional hours of work.	Monitor any requests made under the F of I Act.

## Assets

Topic	Risk	H/M/L	Management of risk	Review/Assess
Assets	Loss or damage. Damage to third party property/ third party.	L	An annual review of assets is undertaken to ensure insurance is adequate.	Existing procedures adequate.
Maintenance	Poor performance of assets	L	All assets owned by Parish Council are regularly reviewed and maintained. All assets are insured and reviewed annually. All public amenity land is regularly inspected by the parish council.	Existing procedures adequate.
Notice Boards	Damage/ cause injury	L	Covered by insurance	Existing procedures adequate.
Street Furniture	Risk to third parties/damage	L	Insurance cover and regular inspections	Existing procedures adequate.
Meeting Location	Adequacy	L	The Parish Council meetings are held at Brooke Farm. The facilities are considered to be adequate	Existing procedures adequate.