

**PIXLEY & DISTRICT 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.

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	Last Reviewed.
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. The laptop files are backed up to a cloud owned by Parish Online. The laptop is kept at Clerk's place of work. In the event of the clerk being indisposed the Chairman to contact HALC for advice.	Review when necessary Ensure procedures below are undertaken	March 2026
Meeting location	Adequacy Health and Safety	L	Meetings are held in Munsley WI Hall. Access to the hall is via a key kept in the key safe situated in the porch. The number to open key safe is held by the clerk and chairman. 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.	Existing Procedure adequate	March 2026
Council Records	Loss through theft, fire, damage	L	Papers, both current and archived, are held in a filing cabinet at the clerk's home.	Provision is considered to be adequate.	March 2026
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the parish council laptop computer. Back-ups of the files are taken at monthly intervals on a memory stick which is kept in secure premises elsewhere	Existing procedure adequate	March 2026

**FINANCE**

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 and January meetings.	Existing procedure adequate	January 2026
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Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually	May 2025
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts	Existing procedures adequate Review Financial Regulations as necessary	January 2026
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	March 2026
Financial controls and records	Inadequate checks	L	Quarterly reconciliation prepared by RFO and checked by the Chair of the Parish Council. Two signatories for all payments. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any s137 payments must be recorded at time of approval	Existing procedures adequate	March 2026
Freedom of Information Act	Policy Provision	L 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 take over 15 hours. However, the request can be resubmitted, broken down into sections, thus negating the payment of a fee	Monitor and report any impacts made under Freedom of Information Act	May 2025
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	January 2026
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements	Existing procedures adequate	January 2025

Annual return	Not submitted within time limits	L	Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit unless application for exemption from external audit is made.	Existing procedures adequate	June 2025
<b>ASSETS</b>					
Street Furniture and other items	Damage to notice boards, benches, signs etc	L	An asset register is kept up to date and insurance is held at the appropriate level. Regular checks should be made on all equipment by members of the Parish Council.	Existing procedures adequate	March 2026
<b>LIABILITIES</b>					
Legal Powers and legal liability	Illegal activity or payments	M	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate	March 2026
	Working Parties taking decisions	L	Ensure they have clear terms of reference – working parties are not permitted spending/decision powers but Committees can be delegated these powers.	Monitor	
Minutes/ Agendas/ Statutory Documents	Accuracy and legality Non compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings should be managed by the Chairman Standing Orders to be reviewed annually Consider a document retention policy Advice available from Archive service	Existing procedures adequate	March 2026
	Proper document control				May 2025
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate	May 2026
<b>EMPLOYEES AND CONTRACTORS</b>					
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	Consider when setting next precept	January 2026
	Fraud	L	The requirements of Fidelity Guarantee insurance must be adhered to		May 2025
	Actions undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice through membership of SLCC/HALC	Monitor working Conditions	March 2026
	Clerk's Salary and PAYE	M	Clerk as RFO to make quarterly payments to HMRC as required and report at next meeting	Existing procedures adequate	March 2026

Employer Liability	Non compliance with employment law	L	Undertake adequate training and seek advice from HALC. Review Clerk's contract annually	Existing procedures adequate.	January 2025
Contractors	Non-compliance with terms of contract	L	Review contracts annually	Existing procedures adequate	March 2026
<b>MEMBERS RESPONSIBILITIES</b>					
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis.	Existing procedures adequate	March 2026
	Register of members Interests	L			

Reviewed and approved by Pixley & District Parish Council on 16<sup>th</sup> March 2026

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