



# High Coniscliffe Parish Council

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## RISK MANAGEMENT POLICY

Date of review	Reviewed	Approved	Comments
June 2025		August 2025	Policy written and approved
March 2026			
March 2027			

### 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.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy that it has taken adequate steps to minimise them. The Parish Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structure, systematic and focussed approach to managing risk, which:

- Identifies the key risks facing the Council;
- 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
<b>Business Continuity</b>	Parish Council not being able to continue its business due to an unexpected or tragic circumstance.	L	All files and records are kept at the Parish Clerk's home. Policies, procedures, agendas and minutes are held on the Parish Council's website. In the event of the Parish Clerk being indisposed the Chair to contact CDALC Executive Officer.	Review when necessary. Ensure procedures below are undertaken.
<b>Meeting location</b>	Adequacy Health and Safety	L	Meetings are traditionally held in St Edwin's Church Hall with the premise and facilities being maintained by St Edwin's Parish Church Hall Committee.	To forward any concerns to the St Edwin's Parish Church Committee if they arise regarding face-to-face meetings.
<b>Parish Council Records</b>	Loss through theft, fire, damage	L	All electronic and paper records are stored securely at the Parish Clerk's home. Policies, procedures, agendas and minutes are held on the Parish Council's website.	Damage or theft is unlikely and so provision adequate.

<b>Parish Council Electronic Records</b>	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the Parish Clerk's laptop and are backed up in the cloud. Confidential records are password protected. Adequate anti-virus protection is reviewed annually by the Parish Clerk but on a personal basis only.	Backed up by Parish Clerk. Password for password protected documents shared with Chair and Vice Chair.
<b>FINANCE:</b>				
<b>Subject:</b>	<b>Risk(s) Identified:</b>	<b>H/M/L</b>	<b>Management/Control of Risks</b>	<b>Review/Assess/Revise</b>
<b>Precept</b>	Adequacy of precept	L	Sound budgeting to underlie annual precept. The Parish Council receives monthly budget updates and detailed budgets throughout the year. The precept is an agenda item at the January meeting.	Existing procedure adequate
<b>Insurance</b>	Adequacy	L	An annual review is undertaken of all insurance arrangements in place.	Existing procedure adequate
	Cost Compliance Fidelity Guarantee	L	Employers Liability, Public Liability and Fidelity Guarantee as a statutory requirement.	Review provision and compliance annually
<b>Banking</b>	Inadequate checks	L	The Parish Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures adequate. Review Financial Regulations annually.
<b>Cash</b>	Loss through theft or dishonesty	L	The Parish Council has no petty cash or float. Transactions are made or paid by cheque only.	Existing procedures adequate
<b>Financial Controls and Records</b>	Inadequate checks	L	Bank reconciliation checked by Parish Council at every Parish Council Meeting. Two signatories are required on all cheques. 4 Councillors are currently signatories. Internal audit undertaken annually. Any inaccurate payments are resolved and clearly minuted. The Parish Council has the General Power of Competence.	Existing procedures adequate

<b>Freedom of Information Act</b>	Policy Provision	L	The Parish Council has a Publication Scheme. There have been no requests for information to date.	Monitor and report any impacts made under Freedom of Information Act.
<b>Parish Clerk</b>	Loss of Parish Clerk Fraud	M	A contingency plan for Parish Clerk resigning. The requirements of Fidelity Guarantee insurance must be adhered to.	Parish Clerk undertaken e-learning.  Monitor working conditions, hours of pay and rate of pay.
	Actions undertaken	L	Parish Clerk should be provided with relevant training, access to assistance and legal advice.	
	Salary paid incorrectly	L	Chair / Vice Chair issue monthly salary cheques to Parish Clerk.	
<b>Election Costs</b>	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.	Contingency funding in budget to cover costs
<b>VAT</b>	Re-claiming	L	The Parish Council has Financial Regulations which set out the requirement of claiming VAT.	Existing procedures adequate
<b>Annual Governance and Accountability Return (AGAR)</b>	Not submitted within time limits	L	AGAR is completed, approved by the Parish Council, considered by the Internal Auditor and then signed and necessary paperwork sent on to the External Auditor within time limit.	Existing procedures adequate.
<b>ASSETS:</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
<b>Speed Visors</b>	Loss or damage	L	Parish Council has two speed visors.	Existing procedure adequate
<b>Noticeboards / Planters / Benches</b>	Loss or damage	L	Parish Council has all items listed in Asset Register. All are regularly maintained.	Existing procedure adequate
<b>Defibrillator</b>	Loss or damage	L	The defibrillator is stored securely in an approved cabinet at the Tennis Club, checked monthly by nominated member of Tennis Club in accordance with requirements of provider and can only be used by trained individuals.	Existing procedure adequate
<b>Website</b>	Out of Date	L	Parish Clerk to ensure website is updated before and after every meeting.	Existing procedure adequate

<b>LIABILITY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
<b>Legal Powers</b>	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council to be resolved and clearly recorded in minutes.	Existing procedures adequate.
<b>Minutes/Agendas/Statutory Documents</b>	Accuracy and legality Non-compliance with statutory requirements	L 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 Parish Council meetings are managed by the Chair or Vice Chair in their absence.	Existing procedures adequate.  Parish Clerk to undertake relevant training  Members to adhere to Code of Conduct.
<b>Public Liability</b>	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken.	Existing procedures adequate
<b>Employer Liability</b>	Non-compliance with employment law	L	Undertaken adequate training	Existing procedures adequate
<b>Legal Liability</b>	Legality of activities  Proper and timely reporting via minutes Proper document control	M  L L	Parish Clerk to clarify legal position on proposals and to seek advice if necessary. Parish Council always receives and approves minutes at monthly meetings. All documents are retained.	Existing procedures adequate Existing procedures adequate Existing procedures adequate
<b>COUNCILLORS PROPRIETY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
<b>Members Interests</b>	Conflict of interest  Register of Members Interests	M  L	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. Members to take responsibility to update their register



## RISK SCHEDULE:

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTION
<b>Asset Inspection</b>	Annually		To be undertaken before end of financial year.
<b>Financial Matters:</b> Banking arrangements Insurance providers VAT return completed Budget agreed Precept requested To include contingency for election Bank reconciliation overseen by Councillors Clerk's salary reviewed and documented Internal audit External audit Internal check of financial procedures	Annually Annually Quarterly / Annually Annually Annually Annually  At least 6 times a year  Annually Annually Annually Quarterly	June 2025 June 2025 N/A September 2025 February 2025 September 2025  Ordinary Parish Council meetings  June 2025 June 2025 June 2025 June 2025	       Next review – September 2025      Next review – September 2025
<b>Administration:</b> Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing Orders reviewed	On-going On-going On-going On-going		
<b>Employers Responsibilities:</b> Contract of employment in place Contractors' indemnity insurance	On-going On-going		
<b>Members' Responsibilities:</b> Code of Conduct adopted	On-going On-going		

Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests recorded in minutes.	On-going On-going		
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Specific risk assessments are produced in relation to the following and also reviewed at least on an annual basis in January:

- Speed Visors
- Defibrillators
- Noticeboards, Benches and Flower Display Tubs