

**APPENDIX C: WALTON ON THE WOLDS PARISH COUNCIL**

**RISK ASSESSMENT 2024-25**

	<b>Impact</b>	<b>Likelihood</b>	<b>Mitigation</b>	<b>Responsibility</b>	<b>Notes</b>
<b>Finance</b>					
Theft of cash	<b>H</b>	<b>L</b>	No cash used	Clerk	See 2024 Financial Regulations adopted by the Council in June 2024. To be reviewed annually. Next review due May 2025.
Theft/loss of cheques	<b>H</b>	<b>L</b>	Cheque books kept securely Fidelity Guarantee Insurance Annual audit	Clerk	
Inappropriate payments	<b>M</b>	<b>L</b>	Financial Regulations Fidelity Guarantee Insurance Clerk's employment contract Annual audit	Clerk Council	
Payments not properly accounted for or supported by documentation	<b>H</b>	<b>L</b>	Financial Regulations Clerk's employment contract	Clerk Council	
Insurance ineffective or inadequate	<b>M</b>	<b>L</b>	Clerk to review policy details each year. Insurance arrangements to include Employers Liability, Fidelity, and Public Liability Insurance	Clerk	
Insurance claims badly handled	<b>M</b>	<b>L</b>	Claims monitored closely	Clerk	
Instability of the Council's chosen bank	<b>L</b>	<b>L</b>	Clerk to monitor the market and stay updated via LRALC and SLCC on current trends in parish council banking arrangements		
Incorrect payments	<b>H</b>	<b>L</b>	Review of payments at each Council meeting	Clerk Council	
Adequacy of precept	<b>H</b>	<b>L</b>	Precept decided on the basis of a budget drawn up in accordance with Financial Regulations, and a	Clerk Council	

			thorough analysis of spending to date and projected spending, and with consideration for current reserves levels.		
Precept request submitted on time	<b>H</b>	<b>L</b>	Financial Regulations Staff Training Reminders from Charnwood Borough Council and LRALC via Round Robin email	Clerk	
<b>Property/assets</b>					
Vandalism of burial ground	<b>M</b>	<b>L</b>	Insurance Regular inspections Vigilance of parishioners and councillors	Clerk Council	
Vandalism to benches	<b>L</b>	<b>L</b>	Insurance Regular inspections Vigilance of parishioners and councillors	Clerk Council	
Loss/theft of assets	<b>H</b>	<b>L</b>	Insurance Safe storage Regular physical checks Regular review and updating of asset register	Clerk Council	
Loss of value of assets	<b>L</b>	<b>L</b>	Safe storage Regular physical checks Regular review and updating of asset register	Clerk	
Loss/damage to paper records	<b>H</b>	<b>M</b>	Council records stored at the Clerk's home, Store valuable papers in secure fireproof container.	Clerk	

			Records not needed for everyday use to be relocated to the Leicestershire Records Office.		
<b>Health and Safety</b>					
Accidents at work	<b>H</b>	<b>L</b>	Health and safety training. Lone working training. First Aid Training.	Clerk	
Accidents while driving for council business	<b>H</b>	<b>L</b>	Insurance to cover travel for business purposes.	Clerk	
Meeting location meets adequate health and safety requirements	<b>M</b>	<b>M</b>	Parish Council meetings held in a venue that has appropriate facilities for the Cler, Council and members of the public	Clerk	To be reviewed annually
Pandemic	<b>H</b>	<b>M</b>	Follow guidance from LRALC on how to conduct Council business for the duration of the pandemic. Follow any statutory guidance.		
<b>Council Procedures</b>					
Important procedures not followed	<b>H</b>	<b>L</b>	Employment contract/appraisal process. Employment of competent clerk. Adequate staff training.	Council	
Negligence of the clerk	<b>H</b>	<b>L</b>	Employment contract/appraisal process	Council	
Poor behaviour of the clerk	<b>H</b>	<b>L</b>	Code of Conduct Employment contracts/appraisal process	Council	
Poor behaviour by councillors	<b>H</b>	<b>L</b>	Code of Conduct	Clerk Councillors	

Councillor propriety	<b>M</b>	<b>L</b>	Register of Interest forms completed and held by the Monitoring Officer at Charnwood Borough Council. Declaration of interests declared at meetings where relevant.		
<b>Data</b>					
Data protection	<b>L</b>	<b>L</b>	Council registered with ICO	Clerk	
Natural disaster	<b>L</b>	<b>M</b>	All data backed up off site	Clerk	
Theft/sabotage/cyber attack	<b>L</b>	<b>L</b>	Recovery and replacement via the cloud Insurance	Clerk	
Hardware/software failure	<b>M</b>	<b>L</b>	Insurance Replacement from reserve funds	Clerk	
Supplier/cloud failure	<b>L</b>	<b>L</b>	LRALC support and back-up plan. Supplier used is also used by almost all councils in the LRALC area and by the LRALC itself.	Clerk	
<b>Personnel</b>					
Sickness/absence of Clerk	<b>H</b>	<b>M</b>	Appointment of locum clerk via LRALC	Council	
Resignation of Clerk	<b>M</b>	<b>M</b>	Recruitment procedures. Contract in place according to NALC standard terms and conditions. Advertise vacancy through The Link and via the LRALC Round Robin.	Council	
<b>Procurement</b>					

	<b>M</b>	<b>L</b>	Council complies with the Financial Regulations and the Public Contracts Regulations 2015	Clerk Council	

Adopted at a meeting the Parish Council held on 1<sup>st</sup> July 2024

Minute ref: 2024/114

Review due May 2025