South Wootton Parish Council
Risk Management 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.

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 focused 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
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files are backed up regularly and stored with ECS. In the event of the Clerk being indisposed the Assistant Clerk will take over duties and seek advice and help if required.	Review when necessary. Ensure procedures below are undertaken
Meeting Location	Adequacy Health and Safety	L	Meetings are held in the Village Hall or Parish Office Meeting Room. Regular Fire	

			Alarm/Extinguisher checks take place. The premises are maintained by the Parish Council. A Meeting of the Council is not limited to a meeting of persons who are present at the same place, a meeting can be held electronically, digitally or virtually, such as internet locations, web addresses or conference call telephone numbers. All are safety checked and secure as practicable.	
Council Records	Loss through theft, fire, damage	L	Records are retained within the Parish Office and Archive area.	Damage or theft is unlikely and so provision is adequate.
Council Records Electronic	Loss through damage, fire, corruption of computer.	M	The Parish Council's electronic records are stored and saved via an online process with ECS Computers. Backups are done on a regular basis. Adequate anti virus protection is renewed annually.	Electronic back-up carried out by ECS and paid for by the Parish Council
FINANCE				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
Precept	Adequacy of precept	L	Sound budgeting to underlie annual precept. The Parish Council asks for Budget Requests and discusses the Precept for the following year with all Councillors invited to the Finance Meeting in January. The Precept proposal is then ratified at the January full Parish Council meeting. Quarterly Finance meetings take place during the year and are reported to the	Existing procedure adequate.

			full Parish Council.	
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	The Insurance is reviewed towards the end of the term or sooner if required by additional items being added. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate. Review provision at point of new cover.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques, on-line banking, direct debits and reconciliation of accounts.	Existing procedures adequate. Bank reconciliation carried out every month within full Council meeting. Review Financial Regulations as necessary.
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Transactions are made by cheque.	Existing procedures adequate.
Financial controls and records	Inadequate checks	L	Monthly reconciliation checked by Parish Council. Three signatories on cheques. Internal and External Audit. All payments approved and clearly minuted.	Existing procedures adequate.
Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date.	Monitor and report any impacts made under the Freedom of Information Act.
Clerk	Loss of qualified Clerk	L	The Assistant Clerk will cover until such time training or replacement can be considered.	Make sure adequate funds are available for training.

	Fraud Actions undertaken	L L	All Financial checks and controls in place. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice.	Existing procedures adequate. Membership to SLCC, access to training etc
Election Costs	Risk of Election Costs	M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. Make provision as required in the financial year approaching election.	Include financial provision in budget when required.
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 signed, then checked and sent on to the External Auditor within the time limit.	Existing procedures adequate.
ASSETS				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Access/Revise**
Legal Powers	Illegal activity or payment	L	All activity and payments made within the powers of the Parish Council, resolved and clearly minuted.	Existing procedures adequate.
Minutes/ Agendas/ Statutory documents	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	Existing procedures adequate. Undertake adequate training. Members to adhere to Code of Conduct.

			according to legal requirements. Business conducted at Council meetings should be managed by Chair.	
Public Liability	Risk to third party, property or individuals	L	Insurance in place. Risks Assessments carried out for individual events.	Existing procedures adequate.
Employer Liability	Non-compliance with Employment Law	L	Undertake training and seek advice where necessary.	Existing procedures adequate.
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper Document control	L L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings. Follow Parish Council document control procedures	Existing procedures adequate. Exiting Procedures adequate. Existing procedures adequate.
COUNCILLORS PROPRIETY				
Members Interests	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 on an Annual Basis	Existing procedures adequate. Members to take responsibility and update their register.

RISK SCHEDULE

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTIONS
Financial Matters			
Banking Arrangements	Annually	May 2026	
Insurance Providers	As per term (3Years)	May 2026	To be Reviewed May 2029
VAT Return	Quarterly	Ongoing	
Budget Agreed	Quarterly	Ongoing	Ongoing
Precept requested	Annually	January 2026	
Bank Reconciliation	Monthly	Ongoing	
Staff Salary reviews	Annually	November 2025	
Internal Audit	Annually	April 2026	
External Audit	Annually	May 2025	
Internal check of financial procedures	Annually	January 2026	Review January 2027
Administration			
Minutes properly numbered	Ongoing	Ongoing	
Assets Register available/updated	Ongoing	April 2026	
Financial Regulations reviewed	Ongoing	September 2026	Review Sept 2029
Standing Orders review	Ongoing	July 2026	To be reviewed July 2029
Backup taken of computer records	Weekly		
Employers Responsibilities			
Contract of employment in place	Annually		
Members' Responsibilities			
Code of Conduct adopted	Ongoing	May 2026	
Register of Interests completed and updated	Ongoing		
Declarations of Interests minuted	Ongoing		

Adopted Feb 2016

Reviewed May 2026 Signed ………………………………………….

Date of next review May 2029