



Highly Likely (3)	Medium (3)	High (6)	High (9)
Possible (2)	Low (2)	Medium (4)	High (6)
Unlikely (1)	Low (1)	Low (2)	Medium (3)
	Negligible (1)	Moderate (2)	Severe (3)

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The risk assessments here are tabulated by common areas and themes, but as with many aspects of Parish Council risks, they often apply across more than one category.

These risks assessments have been undertaken on behalf of the Parish Council by those who are considered to have sufficient knowledge, skill and experience to undertake such risk assessments. However, the responsibility for those risks remain with the Parish Council.

Risks should be evaluated on the basis of Likelihood and Impact as per the matrix below

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)

Assets						
Subject	Risk	Likelihood (U/P/HL)	Impact (N/M/S)	Risk Rating (L/M/H)	Management/Control/ Action Required	Review/ Assess/ Revise
Playground Equipment / Skateboard Park / Zipwire	Accident or injury arising out of use of the Play Equipment. Failure of item of Play Equipment resulting in injury or harm.	P	M	M	Regular safety audits of play equipment (e.g. RoSPA) – recommendations for repairs, remediation acted on, or item taken out of use until repairs are made depending on severity of defect.	
Footpath(s)						
Football Field	Surfaces Goal Posts					
Street Furniture						

Date Assessments Approved:



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		Impact		
		Negligible (1)	Moderate (2)	Severe (3)

Bus Stops					
Waste Bins					
Phone Box					
Fences					
Village Pond					
Trees					
Trojan Shelter					
Seat (Village Green)					
Pump/Trough/Planter					
Chairman's Badge					
Laptop					

Finance						
Subject	Risk	Likelihood (U/P/HL)	Impact (N/M/S)	Risk Rating (L/M/H)	Management/Control/Action Required	Review/ Assess/ Revise
Precept	Loss of Precept	U	S	M	Contingency in budgetary process to hold 6 months reserve for key/essential Parish Council Funding (See Reserving Policy)	Adequate control.
Budget	Budgetary Overspend	P	S	H	The expenditure against budgetary lines is monitored by the RFO and Chair of Finance before approval which is approved by the whole Council.	Adequate control.
Payments	Unapproved payments/transfers	U	M	L	All payments require 3 approvers/signatories to make a payment.	Adequate control.
	Unplanned payments	P	M	M	Emergency payments may be approved on chairman's authority after confirming with RFO and/or Chair of Finance. All payments require 3 approvals.	Adequate control.



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	Impact			

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Fraud						
Bank	Bank Errors	L	N	L	Bank Reconciliation undertaken each month by RFO – issues would be picked up at reconciliation.	
	High risk bank balances in excess of FSCS limit of £120,000	P	N	L		
Petty Cash	Loss of Petty Cash	U	N	L	The Parish Council does not operate a petty cash system.	Control unnecessary
Salaries & staff costs	Non-payment of salaries or tax	L	L	L	Salaries and tax payments are agreed at full council.	Adequate control.
	Over-payment of salaries or tax	L	L	L	Salaries and tax payments are verified against payroll reports provided by external service provider and checked by Chair of Finance and must be agreed at full council with 3 approvers.	Adequate control.
Financial Records	Inadequate records	L	M	L	Bank Reconciliation, Invoices and authorised payments are reported monthly at full council meeting – records are verified and payments are not made unless invoice/statement present or receipts provided. Bank/Cheque payments only made on production of invoice and three signatories required to approve.	Adequate control.
	Financial Irregularities					
Financial Reporting	Incorrect Account Preparation					
	Incorrect AGAR submission					
Bursaries/ Disbursements and Grants	Conflict of interest for councillors associated with recipients					
VAT	Incorrect VAT reclaim					
	Unclaimed VAT					



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	Impact		Negligible (1)	Moderate (2)	Severe (3)

	VAT Thresholds Exceeded				
Insurance	Adequacy of cover				
	Failure to renew				
Title Deeds					
Management of S106/CIL	Designating Funds Contractual Commitment				
Reserving (Management)					

Public						
Subject	Risk	Likelihood (U/P/HL)	Impact (N/M/S)	Risk Rating (L/M/H)	Management/Control/ Action Required	Review/ Assess/ Revise
Defamation						
Public Grievance						
Contractors						
Let down by Media						



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	Impact			

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Member Liability						
Subject	Risk	Likelihood (U/P/HL)	Impact (N/M/S)	Risk Rating (L/M/H)	Management/Control/ Action Required	Review/ Assess/ Revise
Undue Influence	Motions moved influenced by a benefiting councillor or improper purpose.	U	M	L	Declaration of Councillor's interest at each Council meeting.	Adequate control.
Conflict of Interests	Members Interests					
Council Members Safety	Members Safety Physical Threats Mental threats – health Lone activity/working					

Employers' Liability						
Subject	Risk	Likelihood (U/P/HL)	Impact (N/M/S)	Risk Rating (L/M/H)	Management/Control/ Action Required	Review/ Assess/ Revise
Employee	Health and Safety					



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	Employers' Liability Insurance					

Legal/Statutory Liabilities						
Subject	Risk	Likelihood (U/P/HL)	Impact (N/M/S)	Risk Rating (L/M/H)	Management/Control/ Action Required	Review/ Assess/ Revise
Data	Risk of personal data loss (GDPR) Corporate Data					
Council Meetings	Decisions made at Non-quorate meetings	U	N	L	It is understood what the quorum should be as detailed in Standing Orders – meetings where decisions need to be made would not proceed under non-quorate conditions.	
	Loss of Meeting Venue	P	M	M	In the event of a loss of venue, a Parish Council meeting could be postponed, there are other potentially suitable venues in the village. Under emergency measures, a Zoom meeting could be used in the event of a lockdown.	
Public Notices	Public notices not being displayed on the village noticeboard and website.					



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Minutes/ Agendas/ Notices						
Statutory Documentation						
Misfeasance						
Council not meeting statutory responsibilities.						
Maladministration						
Document Retention	Loss of statutory documentation inside stipulated retention time periods.	P				

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