

**Adopted:**           **Date: April 14<sup>th</sup> 2025 subject to addition of cost run over risk**

**Signed by Chair:** *Hazel Kemshall*

**Date for review: April 2026**

## Hallow Parish Council - Corporate Risk Management Policy

Hallow Parish Council is responsible for putting in place arrangements for the management of risk. The Clerk with the Chair shall prepare, for approval by the council, risk management policy and assessment in respect of all activities of the council. Risk policy statements and consequential risk management arrangements, shall be reviewed by the Council at least annually.

When considering any new activity, the Clerk with the Chair shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

### Major Threat

The greatest risk facing the council is not being able to deliver the activity or services expected by village residents.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees are made aware of the results of the risk assessment.

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. In conducting this exercise, the following main points have been followed and the register constructed accordingly.

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.
- Points and areas identified are dealt with in the tables that follow and assessed and recorded accordingly:

## Hallow Parish Council: Risk Assessment 2025

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Unavailability of signatories	L	Two authorised signatories needed – cheques not used. Online Banking for normal day to day operations	Annually
	Parish Hall unavailable for meeting	L	Rearrangement of meeting to convenient date or relocation to alternative venue.	Annually
	Non Quorate meeting	L	Rearrangement of meeting if necessary –To inform Clerk of non-attendance in advance and Clerk to rearrange meeting.	Annually
Risk of Council not being able to continue its business	Parish Clerk not available for meeting	L	Member to take on role temporarily Back up information is kept.	Annually
	Parish Clerk not available and unable to access to information	L	Dedicated Parish mobile phone and Parish laptop	
Precept	Precept is too high/or low - adequacy of precept to meet needs	L  L	Precept based on sound financial budgeting and set by March each year, forwarded to MHDCC in January each year  Budget scrutinised by working committee before being approved at full council for precept setting	Annually

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Financial	<p>Inadequate or incomplete records</p> <p>financial irregularities</p> <p>scam invoices or payment details</p> <p>Invoices received late or incorrect</p> <p>Cost overruns on projects</p>	<p>L</p> <p>L</p>	<p>Financial records to be presented at each meeting for members acceptance including BACS report and bank reconciliation and bank statements</p> <p>Clerk to be vigilant in checking all online payment links</p> <p>Invoices returned if incorrect</p> <p>Timely deliver, professional project manager, agreed timescales and penalty clauses</p>	<p>Monthly at parish meetings.</p> <p>Ongoing – throughout project</p>
Financial	<p>Errors with regards banking e.g. charges, cheques not cashed</p> <p>Loss of cash through theft or dishonesty.</p>	<p>L</p> <p>L</p>	<p>Bank reconciliation monthly and annually reviewed by Internal Auditor</p> <p>No petty cash is used. expenses are documented on official forms and submitted to the chair for checking and approval</p>	<p>Quarterly</p> <p>Annually</p>
Reporting and auditing	<p>Not working to the requirements for information, communication, and compliance</p>	<p>L</p>	<p>Internal audit recommendations always implemented</p>	<p>Annually</p>

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Best value Accountability	Contractors awarded incorrectly or poor supplier performance	L	Policy to seek at least 2 quotations for work.	Existing procedure adequate.
Salaries and assoc. costs	Spending exceeding budget	L	Quarterly monitoring of budget	Annually  Annually
	Salary paid incorrectly	L	Clerks salary paid monthly, checked and approved by Chair at council meeting. Handyman and Lengthsman time sheets reviewed.	
	Unpaid Tax & NI contributions to the Inland Revenue	L	Required under legal compliance	
Employees	Loss of key personnel	L	Long term incapacity of Clerk (more than 3 months) would be covered by appointment of temporary Clerk. Short term illness covered by re-schedule of meeting or if urgent, urgent business's transacted and minutes taken by a Councillor.	Existing procedure adequate.

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Employees	Fraud by staff Health & Safety  Job description may not be fit for purpose	L  L  L	The requirements of the council's insurance policy is adhered to with regards to fraud.  The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.  Is reviewed in line with requirements	Annually.  Monitor working conditions, safety requirements and Insurance regularly.  Appraisal system in place
Councillors allowances	Overpayment	L	No allowances are allocated to parish councillors	No procedure required
Election costs	Risk of an election cost	L	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council elections office for a full election and an uncontested election. The Parish Councils takes no part in campaigning and does not get involved with candidates or Party representation. Budgeted allocation to be earmarked for elections depending on the election year cycle.	Existing procedure adequate

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Annual Return (AGAR)	Submit within time limits		Annual Governance and Accountability Return (AGAR) 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, if requested, within time limit.	Existing procedures adequate
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality  Business conduct	L  L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the next Council meeting.  Minutes and agenda are displayed according to the legal requirements.  Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.  Guidance/training given to the Chair and to existing and new councillors.  Members to adhere to Code of Conduct.
Members interests	Conflict of interest  Register of Members Interests	L  L	The declaring of interests by members is an agenda item at each meeting and reminds Councillors of their duty. Councillors then leave the meeting during the appropriate agenda item. This is minuted.  Register of Members Interest forms are completed and submitted to MHDC and are reviewed and renewed on an annual basis.	Existing procedure adequate.  Members also take responsibility to update their Register (usually via notifying the Clerk)

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Insurance	Adequate cover  Cost  Compliance With policy requirements	L  L  L  L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Cost comparisons should be undertaken.  Employers and Employee liability insurance is a necessity and must be paid for.  Ensure compliance measures are in place.  Ensure cover is adequate to cover volunteers, events, handyman and lengthsman.	Existing procedure adequate.  Review insurance provision annually.  Review of compliance and cover whenever a new activity or event takes place.
Data protection	Policy Provision	L  L	Registration with the Data Protection Agency. UK  GDPR compliance	Annually
Freedom of Information Act and Subject Access requests	Policy Provision	L	The Council has a model publication scheme for Local Councils in place taken from a NALC template	Monitor and report impacts of requests made under the F of I Act. Ensure good working policies, communication, good 'customer' service as preventative measure.

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Accessibility, harassment discrimination	Behaviour in meetings and public accessibility of information/web site	L	Chair is well trained in managing meetings and ensuring all voices are heard. Web site under review – moving to .gov and will meet accessibility requirements	Monitor and report updates
<b>PHYSICAL EQUIPMENT OR AREAS</b>				
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	Recreational areas are inspected under an annual contract. Repairs made promptly  Handyman checks main areas on at least a weekly basis during litter picking. Repairs to fencing and stiles made promptly.  Mowing and clearing of walking and play areas done regularly.  Public reports of problems such as blocked footpaths, trees fallen etc repaired by Lengthsman or contractor asap	Existing procedures adequate.



Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Maintenance	<p>Poor performance of assets or amenities</p> <p>Loss of income or performance</p> <p>Risk to third parties</p>	L	<p>All assets owned by the Parish Council are regularly maintained.</p> <p>All repairs are actioned and authorised in accordance with the correct procedures of the Parish Council. Emergency repairs are actioned immediately where possible. Other maintenance is subject to obtaining at least 2 quotes which are usually then discussed and agreed at council meetings and actioned promptly.</p> <p>All assets are insured.</p>	<p>Existing procedure adequate.</p> <p>Ensure inspections are carried out.</p>

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Notice boards	Risk/damage/injury to third parties  Road side safety, pedestrian safety - 1 board sited in bus shelter	L	The Parish Council has 2 notice boards  The noticeboard locations have approval by relevant parties, insurance cover, inspected regularly - any repairs/maintenance requirements brought to the attention of the Parish Council	Review insurance cover  Existing procedures adequate
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for a number of benches and picnic tables  There are 5 rubbish bins in the village and covered by insurance.  No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and replaced/repared or removed.	Review insurance  Existing procedures adequate
Meeting room	Adequacy of comfort and facilities Health & Safety	L	Meetings are held in the Parish Hall.  The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend  Health & Safety and comfort aspects meet requirements though the room can be cold so the Clerk arrives early to ensure heating is operating.	Existing location and facilities are considered to be adequate

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/
Council records - paper	Loss through: theft or fire damage or accidentally leaving	L	<p>Where possible records are held electronically.</p> <p>The Parish Council records are stored at the Clerks Home Address and in the pavilion.</p> <p>Recent and older materials are in a (metal filing cabinet) in the pavilion.</p> <p>Archives are lodged at The Hive Worcester.</p> <p>Damage (apart from fire) and theft is unlikely and so provision adequate.</p>	Annually
Council records - Electronic	Loss through: theft fire damage	L	The Parish Council's electronic records are stored on the Parish computer. Back-ups of the files are taken at regular intervals – all files backed up to google cloud and on memory stick.	Annually