



HATFIELD BROAD OAK PARISH COUNCIL

Council Risk Assessment Registry

Version	Date Approved:	Review Date:
1.0	08.11.2023	08.11.2024
2.0	10.12.2024	11.11.2025

Based off Model Assessment from NALC (National Association of Local Councils) Practitioner's Guide

1.0 INTRODUCTION

1.1 What is Risk Management?

Risk is a threat that an event or action will adversely affect the council's ability to achieve its objectives, implement its strategies and provide its services. Risk management is the process by which risks are identified, evaluated, addressed and reviewed. The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

1.2 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic, and focused approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

2.0 OBJECTIVES

2.1 The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

2.2 These objectives will be achieved by:

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| • Identification of risk | • Providing appropriate training |
| • Undertaking risk assessments | • Establishing clear roles, responsibilities, and reporting lines |
| • Managing the risk and recording actions | • Effective communication with, and active involvement of, employees |
| • Incorporating risk management considerations into council processes | |

3.0 RISK REGISTER

3.1 The risk register enables the parish council to assess the risks that it faces and confirm that it has taken appropriate steps to manage those risks. The council has broken the risks into three areas:

1. Finance

2. Governance & Management

3. Accidents & First Aid

4. Lone Working

3.2 The risks are identified, described, and evaluated according to the potential consequence of the risk occurring (impact) and how likely this is (probability) using a 5 x 5 risk matrix as seen below.

		IMPACT				
		Insignificant 1	Minor 2	Significant 3	Major 4	Severe 5
PROBABILITY	5 Almost Certain	Medium 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Medium 4	High 8	High 12	Extreme 16	Extreme 20
	3 Moderate	Low 3	Medium 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Medium 4	Medium 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Medium 4	Medium 5

The response to risk may involve one or more of the following responses:

- **Tolerate the risk** – for the risks where the downside is containable with appropriate contingency plans or if the controls cannot be justified (e.g., because they would be disproportionate; and for unavoidable risks, e.g. terrorism.)
- **Treat the risk** – by imposing controls so that the parish council can continue to operate; or by setting up prevention techniques
- **Transfer the risk** – by buying a service from a specialist external body or taking out insurance
- **Terminate** the activity giving rise to the risk (or not start) which involve intolerable tasks or those where no response can bring the risk to a tolerable level.

3.3 The risks are identified, assessed and recorded on the following risk register and will be reviewed by the council not less than annually.

1. FINANCIAL						
Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
Precept	Request not submitted	3	2	6	Full Parish Council minute showing complete precept.	
	Not paid enough by Council	3	2	6	Checked and reported to full council. Reserves held. Paid by BACS.	
	Adequacy of precept	3	2	6	Review of income & expenditure against budget at every full council and finance meeting.	
Grants	No power to pay	2	2	4	Minute power. Council verifies.	
	No Agreement of Council to pay	3	2	6	Agenda/Budget item. Minuted and authorised by 2 councillors.	
	No Conditions agreed/unreasonable conditions	2	2	4	Payable on receipt of final invoice. RFO Checks.	
Reserves – General	Inadequate to cover possible expenditure	4	2	8	Considered at Budget setting and full council meetings.	
Reserves – Earmarked	Inadequate to cover possible expenditure	3	2	6	Considered at Budget and at year end.	

1. FINANCIAL						
Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
Assets	Loss, Damage, etc	4	3	12	Quarterly inspections, insurance in force and sums insured checked annually. Asset register updated annually – internal audit	
	Risk or Damage to third party property or individuals.	4	3		Adequacy of Public Liability Insurance reviewed annually.	
Loss	Consequential loss due to critical damage or third party performance	3	2	6	Adequacy of insurance cover reviewed annually.	
Borrowing/Lending	Adequacy of finances to be able to repay loans	N/A	N/A	N/A	-	
Legal Powers	Illegal activity or payment	4	3	12	Power to spend stated in minutes. Council informed of legal powers. Clerk attends relevant training.	
Best Value	Overspend on services	3	3	9	Ensure correct tendering for services. Estimates obtained prior to precept if possible.	

1. FINANCIAL						
Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
Salaries	Wrong Salary paid	2	1	2	Salaries of staff are calculated by the NALC Salary Point system. Periodic job evaluation is carried out to make sure role is still within the correct range which is specific in the SLCC Contract.	
	Wrong rate of pay				Payroll is via HMRC PAYE system and monthly time sheets are submitted by the Clerk / staff.	
	Wrong deductions on PAYE				Any overtime is recorded on the time sheets. If this gets excessive then the Chairman will be contacted. Notified to Council and checked by Chairman and Internal Auditor.	
Direct Costs and Overhead expenses	Goods not supplied to Parish Council	2	1	2	Clerk confirms, Cllr verifies.	
	Invoice incorrectly calculated	2	1	2	Clerk examines invoices and confirms. Invoices sent out with payment schedule to councillors for review.	
	Payment payable is in excess of budget	4	2	8	Invoice/payment set up by clerk and authorised by 2 councillors.	

1. FINANCIAL						
Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
					Council approves via payment schedule at full council meeting.	
	Payment made to wrong party	3	2	6	Invoice/payment set up by clerk and authorised by 2 councillors. Council approves via payment schedule at full council meeting.	
Election Costs	Estimate only given by UDC.	3	1	3	RFO, Full council check and consider within budget/reserves.	Ear-marked reserves
VAT irrecoverable	Not claimed within the time limits	3	3	9	Reported to full council – minute. Subject to internal audit. VAT return submitted quarterly.	
Financial Records	Inadequate Records	2	2	4	Checked annually plus regular internal audit.	
Minutes	Failure to be accurate and legal	2	1	2	Reviewed by Council at following meeting.	
Member's Interests	Conflict of Interest	3	1	3	Declaration of interests updated at each council meeting with reminder note printed on agenda.	
RFO/Councillors committing fraud	Parish precept/public funds Reputation of Council	3	1	3	Fidelity Insurance cover of £150,000 referred to as 'Fraud and Dishonesty' by Hiscox Insurance	

1. FINANCIAL						
Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
Loss of money from Bank	Parish precept/public funds	3	2	6	Financial Services Compensation Scheme covers up to £85,000 per authorised bank/building society.	

2. GOVERNANCE AND MANAGEMENT

Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
Lack of forward planning and budgetary controls	Lack of direction and prioritisation; insufficient funds to cover spending	3	1	3	Budget in operation and regularly reviewed.	
Poor reporting to Council	Poor quality decision making Council becomes ill-informed	3	1	3	Timely and accurate financial reporting. Clear instructions. Matter raised at full council meetings.	
Failure to keep proper financial records in accordance with statutory requirements	Inadequate financial control	2	1	3	Proper arrangements for the notification of income and approval of expenditure. Review of internal controls with internal auditor.	
Failure to ensure Council complies with law in particular:	Fines and penalties from regulation bodies. Loss of reputation	4	2	8	Clear policies and procedures Regular review of law Training for councillors and clerk	
Failing to ensure that all business activities are within legal power	Illegal expenditure	4	3	12	Recording in minutes precise power under which expenditure is being approved.	

Failure to provide proper, timely and accurate reporting of Council business in the minutes	Confusion and Misunderstandings Actions not reflecting the intentions of Council	3	2	6	Draft Minutes published within 10 working days after the meeting. Approval by Parish Council. Minutes properly numbered. Master copy kept in safekeeping	
Council lacks relevant skills and commitment	Council fails to achieve its purpose. Decision making bypasses council. Poor value for precept money.	4	2	8	Training for all Councillors. Close review of attendance.	
Council becomes dominated by one or two individuals.	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council	3	2	6	Clear Standing Orders regarding conduct of meeting and conflict of interests.	
Councillors benefiting from being on the Council	Affect reputation. Conflicts of Interest	2	1	2	Clear Standing Orders Code of Conduct SI 2007 No.1159 adopted May 2007. Standards Board guidance issued to all members.	
Failure to register Members' interest, gifts etc	Member could make inappropriate gains Could affect reputations	3	1	3	Procedures in place for recording and monitoring Members' interests and gifts.	Every quarter ask councillors if their circumstances have changed.

Lack of maintenance of Council owned property	High cost of repair. Injury to third party leading to claims. Damage to property.	4	3	12	Regular routine inspections. Maintenance when required. Insurance cover	
Damage or loss to Council owned property by third party or act of nature	High cost of repair	2	1	2	Insurance cover. Police report or damage report made.	
Insufficient protection of physical assets owned by the Council	Loss of assets Disruption	3	1	3	Maintain an up-to-date register of assets. Regular maintenance arrangements of physical assets	
Legal liability as a consequence of asset ownership	Damage to public property or person	3	2	6	Annual review of risk and adequacy of insurance cover.	
Damage to third party property or individual due to service or amenity provided	Claim against council	4	1	4	Public liability insurance Comprehensive event planning.	

3. ACCIDENTS AND FIRST AID

Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
Accident	All outside areas under the responsibility of the council including play areas and recreation ground.	2	3	6	Individual Risk assessments in force and reviewed annually. Independent annual inspection of playground risks by accredited specialist (RoSPA). Monthly playground inspections and report by dedicated Councillor Public liability insurance cover in operation	
Public Access Defibrillators	Stolen/Missing/Not working	3	2	6	Regular inspections carried out by dedicated Councillor to ensure defibrillators are available for use and in working condition. Monthly inspections, replace battery and pads every two years or earlier if display indicates need.	

4. LONE WORKING

Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
Lone Working	Verbal Abuse (Psychological injury, upset, fear, time off work, fear of returning to location)	3	2	6	Lone worker policy Risk assessment and ongoing monitoring De-escalation techniques Empowerment to leave Exit Strategy Incident reporting and management Ensure ease of access to mobile phone After meetings, councillors to wait until all public have left before leaving meeting. Ensure nobody is left alone.	
	Physical Abuse (Physical injury, psychological injury, upset, fear, time off work, fear of returning to location)	4	1	4	As per above	
	Inability to leave/False imprisonment (physical injury, psychological injury, upset, fear, time off work, fear of returning to location)	5	1	5	As per above	

4. LONE WORKING

Topic	Risk	Impact	Probability	Risk before controls	Management/control of Risk	Review/Assess/Revise
	Found Weapons (physical injury, psychological injury, upset, fear, time off working, fear of returning to location)	3	1	3	As per above	
Animals	Animals Attacking (Bite phobias, allergies, time off work, fear of returning to location)	2	2	4	Risk assessment Agreements with owners to remove animals during visit Empowerment to leave/not enter Incident reporting and management	