

The Orchards' Margaret Marsh Parish Council (Group)

Risk Assessment

Ref	Category	Risk	Hazard/Consequence	Process	Current Control Measures	- L	- S	Risk2	Revised further actions	Resp.	Date completed
RA-001	Finance	Failure to submit Annual return within time limits	Could end up with qualified accounts	Audit	Accounts reported to FC each quarter. Audit Check List and Reports. Internal auditor appointed.	I	m	I	Annual Process	RFO	30/03/2025
RA-002	Finance	Internal Auditor not independent	Bias, Errors in reporting.	Internal Auditor	Independent internal Auditor appointed by the Council	I	m	I	Annual Review	RFO	30/03/2025
RA-003	Finance	Internal Auditor not sufficiently qualified	Role and responsibilities not clearly defined. Reporting unclear	Internal Auditor	Experienced CILCA qualified auditor appointed	I	m	I	Annual Review	RFO	30/03/2025
RA-004	Finance	Failure to undertake adequate Internal Audit	Reporting not does not cover all relevant aspects or risks	Internal Auditor	Clearly defined - in Audit Check List and Reports	I	m	I	Annual Review	RFO	30/03/2025
RA-005	Finance	Failure to set a budget	Cannot plan Receipts and Payments or monitor performance. Cannot set accurate precept	Budgeting	Annual budget prepared, approved & minuted at FY-Q3 FC. Recommendation for precept based on approved budget requirements.	I	m	m	Annual Process	RFO	30/03/2025
RA-006	Finance	Failure to submit or receive Precept	No funding for budget items	Budgeting	Precept approved at FY-Q3 FC & minuted. DC application completed by FY-Q4/Jan 28. Remittance expected biannually (April & Sept). Balance checked monthly.	I	m	m	Annual Review Jan	RFO	28/01/2025
RA-007	Finance	Failure to budget for unanticipated expenses or election costs	No funding for other budget items. Need to access reserves or loan	Budgeting	Check and consider contingency in budget. Thorough budgeting & forecasting. Quarterly FC Review of YTD, Forecasts & variances	I	m	I	Review Quarterly	RFO	30/03/2025
RA-008	Finance	Bank Insolvency	Financial Loss	Budgeting	With Unity Trust. Balance under FSCS limit	I	m	I	Review Quarterly	RFO	30/03/2025
RA-009	Finance	Failure to keep proper financial records	Risk of inaccurate or incomplete financial records. Potential Financial loss. Legal ramifications. Internal Auditor would give 'requires improvement' report	Controls	Financial administration and recording system in place to comply iwth legal requirement and proper practice. Monthly reconciliation of budget, cashbook & bank balance. Quarterly reporting of accounts and bank reconciliation is signed at quarterly FC. Financial Regulation and Standing Orders in place. Internal audit review annually.	I	h	m	Review Quarterly	RFO	30/03/2025
RA-010	Finance	Failure to maintain effective payment system.	Risk of incorrect or late payments. Financial loss if amount or payee incorrect. Late payments could incur a financial penalty	Controls	RFO responsible for ensuring proper record. Payments checked against budget. Payments listed & approved at QU-FC. All bank transactions dual authorisations. Annual internal audit undertaken. Section 1A Money Cover	I	m	I	Annual review	RFO	30/03/2025
RA-011	Finance	Failure to prevent mismanagement of funds or fraud	Theft or Dishonesty, including cash and cheques. Fraud. Financial Loss.	Controls	Expenditure approved by council. RFO & 2 Clls for approval all payments. No petty cash maintained. Insurance cover in place	I	m	I	Monthly Review	Clerk	30/03/2025
RA-012	Finance	Failure to manage grant payments within 137 Regs	Breaching 137 Regs. Grants paid inappropriately Grant payments exceed 137 allowance	Grants	Grant & Donation Policy in place. Including a formal application process. Awards made FY-Q4 in line with final budget forecast.	I	m	I	Annual Review Jan	Clerk	30/03/2025
RA-013	Finance	Failure to ensure proper use of funds under specific powers and duties	PC does not have GPC therefore must be aware of legislation	Payments	All expenditure approved at the Quarterly FC meetings and recorded in minutes.er	I	m	I	Annual review	Clerk	30/03/2025
RA-014	Finance	Risk of Bank making errors not identified.	Errors in accounts. Cashbook does, bank balance & monthly financial report would not reconcile	Payments	Bank reconciliation signed off at quarterly FC	I	m	I	Review Quarterly	Clerk	30/03/2025
RA-015	Finance	Failure to maintain accurate payroll or comply with HMRC regulations.	Incorrect National insurance and PAYE. HMRC over or underpaid. Staff over or underpaid. Wrong salary or rate paid.	Payments	Staff have contract of employment. Pay scale agreed with FC. HMRC Basic PAYE is used to calculate salary, Tax & NI, produce payslips, P60 and accounts for payments required to HMRC. Salary budget vs cashbook vs bank reconciled monthly. Payments presented to FC for approval.	I	m	m	Monthly Review	RFO	30/03/2025
RA-016	Finance	Loss of income from unpaid invoices	Financial loss	Receipts	PC only received money from DC & VAT.	I	m	I	Monthly Review	RFO	30/03/2025
RA-017	Finance	Unable to recover costs from 3rd party insurers for damaged assets	Financial Loss	Receipts	*Section 10 Legal Expenses Cover	I	m	I	Monthly Review	Clerk	30/03/2025
RA-018	Finance	Failure to comply with Customs & Excise regulations	VAT not claimed or paid correctly. Loss of income. HMRC challenge	VAT	All items in cashbook list VAT. VAT return done FY-Q4. Submitted, reported, and minuted at FC.	I	m	m	Annual Process	Clerk	30/03/2025
RA-019	Governance	Conflict of interest	Unprofessional or biased decision making	Code of Conduct	All Council members aware of their statutory responsibilities. Declarations of interests to be documented, minuted and addressed as appropriate.	I	m	m	Annual Process	Clerk	30/03/2025
RA-020	Governance	Failure to maintain Register of Interests	Breach of council regulations, potential damage to public trust and legal action.	Code of Conduct	Declarations of interests to be documented, minuted and addressed as appropriate. Annual review of Insurance includes Indemnity & legal cover.	I	h	m	Annual Process	Clerk	30/03/2025
RA-021	Governance	Failure of Council to comply with current regulations	Council acts illegally. Suffers loss or reputation or legal challenge	Code of Conduct	All Council members aware of their statutory responsibilities and legal powers. Annual review of Insurance includes Indemnity & legal cover.	I	m	m	Annual Process	Clerk	30/03/2025
RA-022	Legal	Failure to comply with Freedom of Information Act	Financial or resource cost of responding to FOI. Failure to deliver other services	Data	Policy approved by FC. Published on website. Key records published on website. Email through council account. All mitigate potential risk	I	m	I	Review Quarterly	Clerk	30/03/2025

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RA-023	Legal	Failure to comply with GDPR or Data Protection Act.	Poor data security. Breach of confidentiality or personal data. Reputational damage. Fines. Financial loss	Data	Procedures in place for handling data and confidential issues. Privacy Policy & FOI Policy available on website. Small PC and minimal details retained. No burials or allotments. Key records published on website. Email through council account. Clear Cyber For Councils Insurance Policy	I	h	I	Review Quarterly	Clerk	30/03/2025
RA-024	Legal	Failure to comply with Equality Act 2010	Legal ramifications.	Equality	Policy and procedure approved by FC. Published on website.	I	m	I	Review Quarterly	Clerk	30/03/2025
RA-025	Legal	General failure to comply with new legislation	Breach of new updates, changes to terms or new interpretations.	Legal updates	Signed up to notifications from DAPTC, NALC legal briefings, LGA and Gov.uk, etc.	I	h	I	Review Quarterly	Clerk	30/03/2025
RA-026	Legal	Failure to meet statutory duties on Council meetings	Failure to notify council members in due time. The inability of electors to exercise their rights. Failure to report PB business accurately	Meetings	Agendas and notices published on noticeboard and website 3 working days before meeting. Members summons via agenda. Minutes signed by Chair, retained and published on website. Attendance, apologies, declarations of interest, resolutions minuted.	I	I	I	Review Quarterly	Clerk	30/03/2025
RA-027	Liabilities & Assets	Failure to manage Legal liability of council assets.	Failure to record of council assets. Damage or injury to staff or public (third parties) due to lack of maintenance. Not adequately insured.	Asset management	Maintain and update Asset Register. Annual Inspection of assets conducted by councillors. Review insurance and adequacy of Public and Products Liability Cover	I	h	I	Annual Review	Clerk	30/03/2025
RA-028	Liabilities & Assets	Loss damage vandalism, etc	Financial loss, loss of reputation	Asset management	Annual inspection. Updated insurance and asset register	I	m	I	Annual Review	Clerk	30/03/2025
RA-029	People	Actions of Staff bring council into disrepute	Financial loss, loss of reputation, legal challenge	People management	*Section 8 Officials Indemnity Cover	I	m	I	Review Quarterly	Clerk	30/03/2025
RA-030	People	Loss of key personnel	key processes interrupted. Dependency on key individual.	People management	Risk monitored and managed under employment, H&S, etc., as appropriate. Key security of email & websites, etc., shared with Chair.	I	m	m	Monthly Review	Clerk	30/03/2025
RA-031	Procurement	Contractors are not insured	Third Party liability	Procurement	Specifications written. Tender and due process in place. Stage payments or on completion with % retained to end.	I	m	I	Review Quarterly	Clerk	30/03/2025
RA-032	Systems	Loss of access to premises	Suppliers not paid, services not delivered, debts not recovered	Contingency planning	Remote working for both RFO & Cllrs. Work could be easily relocated with cloud access. Insurance in place. Business Interruption Cover	I	I	I	Review Quarterly	Clerk	30/03/2025
RA-033	Systems & IT	Unauthorised access to website or use of computer	Loss or damage arising from hack. Inability to access website	Website	Computer only used by RFO/Clerk password protected. Cloud backup password protected. Shared drive password protected. Website password protected. Roll-back & backup service provided by hosting company.	I	m	m	Review Quarterly	Clerk	30/03/2025
RA-034	Systems & IT	Loss of electronic records through theft, damage, fire or corruption/crash of computer	Interruption to business procedures.	Record keeping	Backup maintained on hard drive and remote cloud. Banking online. Insurance in place Property Damage Cover & Clear Cyber For Councils Insurance Policy	I	h	m	Review Quarterly	Clerk	30/03/2025
RA-035	Systems & IT	Failure to maintain website responsibly	Fails to comply with legal requirements. Potentially placing false or misleading information in the public domain.	Website	Content maintained by Clerk & approved by Council. Website maintained by host & accessed by Clerk.	I	m	I	Review Quarterly	Clerk	30/03/2025
zz-001	Z	KEY:	Likelihood		Severity						
zz-002	Z	Low	Unlikely to occur within the next ten years		Limited inconvenience, no impact on reserves, no legal challenge						
zz-003	Z	Medium	Likely to occur within the next ten years		Some public censure or small impact on reserves (<10%), no legal challenge						
zz-004	Z	High	Likely to occur within the next two years		Impact on reserves of > 10% or legal challenge or severe public censure						