

# Greetham Parish Council - Risk Assessment

To be reviewed /updated annually

Item	Risk	Probability (No control)	Impact (No control)	Management / Control measures	Action	Residual Risk
Public money.	Loss of public money due to fraud, theft, embezzlement or poor management.  Issues caused by failure or misuse of IT systems	M	L	<ul style="list-style-type: none"> <li>• Parish Council Financial Regulations tightly control spending of money and are regularly reviewed.</li> <li>• Full reporting at monthly Parish Council meetings on all financial matters including Bank Reconciliation and expenditure enabling all Parish Councillors to monitor expenditure.</li> <li>• Annual Internal Audit process</li> </ul>	No further action required	L
Precept	Inadequate money to conduct Parish Council affairs	M	L	<ul style="list-style-type: none"> <li>• Financial Regulations specify how precept is determined</li> </ul>	No further action required	L
People and Staff	Injury to people engaged in activities organised by PC or to employee arising out of their employment	L	H	<ul style="list-style-type: none"> <li>• Currently the only activity organised by the Parish Council is the twice a year litter pick.</li> <li>• An H &amp; S Risk Assessment will be carried out when new clerk is appointed including Display Equipment Regulations.</li> </ul>	Ensure all new activities are risk assessed before being undertaken	L
Assets	Assets cannot be replaced if lost or damaged due to failure to insure.	M	M	<ul style="list-style-type: none"> <li>• RFO responsible for ensuring that there is an up to date asset register and that insurance is reviewed annually and in place.</li> </ul>	No further action required	L

Statutory Responsibilities	Failure to carry out statutory responsibilities.	L	M	<ul style="list-style-type: none"> <li>• Whilst there are Acts of Parliament which apply to the way Parish Councils conduct their business, Greetham Parish Council does not have any significant statutory responsibilities in relation the general affairs of the village</li> <li>• Standing Orders dictate how Parish Council conducts its business,</li> <li>• Parish Council belongs to LRALC and receive regular reports on changes to the law</li> </ul>	Take appropriate action if law changes such that there are new statutory requirements on the Parish Council	L
Reputation	Damage to reputation due to in appropriate action					

Due for revision: 10/4/2024 and approved at PC mtgh same date 10/4/2024      Next revision due:10/4/2025

Note: - JPAG Governance and Accountability for Smaller Authorities in England gives guidance on risk assessment in Section 5