LEIGH PARISH COUNCIL

Risk Assessment and Management (financial) for the period 1/4/26 - 31/3/27

Function	**Risks**	**Risk Scoring Unmitigated**			**Management of Risk**	**Risk Scoring Mitigated**			**Risk Priority**	**Action/Comment**
		L	**I**	**RPN**		**L**	**I**	**RPN**		
Council	Fidelity Guarantee	2	5	10	FG insurance £4,000	2	1	2	Low	Covered by insurance
	Accidents and damage arising from functioning of parish council	3	5	15	Public liability insurance -£5m	3	2	6	Med / Low	Covered by insurance
	Legal Expenses	2	4	8	£100,000	2	1	2	Low	Covered by insurance
	Leases of parish lands not paid	3	2	6	Clerk reviews payment	2	1	2	Low	
	Internal audit and annual return	1	1	1	Internal auditor is appointed by council and supplied with relevant documents and forms to sign prior to external audit within time limit.	1	1	1	Low	
	Best value accounting	3	3	9	More than one quotation would be obtained for any significant contracts placed. Any problems encountered would be investigated by the clerk and reported to the council	3	2	6	Med / Low	
	Minutes/agenda/notices and statutory documents incorrectly produced.	3	2	6	Minutes are produced in a timely manner following the meeting, these are published on the notice boards and website and signed as accurate record at the following meeting	1	1	1	Low	
	Freedom of information policy provision	3	4	12	The council adopted the model publication scheme for local councils. The clerk is aware that if a significant number of requests are received these may need additional help in resolving, this help would typically be from other councillors	3	2	6	Med / Low	

	Adequacy of precept.	3	3	9	Prior to the meeting where the precept is agreed the clerk prepares a summary budget for the forthcoming period. The budget is assessed by the council adjusted as appropriate and agreed before submitting to the district council	3	2	6	Med / Low	Budget allows for slow reduction in cash reserves. As a result, there is limited contingency for unbudgeted items.
	Banking errors or losses	3	5	15	The clerk reconciles the bank statement against the accounts, any errors would be dealt with immediately. Any failure of a bank is protected in accordance with legislation, parish council funds are well within these limits	3	2	6	Med / Low	
	IT – Website and E-mail compliance	2	2	4	The guidance on Websites and E-mail addresses has changed. Parish council members should have dedicated e-mail addresses. This segregation is intended to enhance security and improve audit trail for items such as freedom of information requests etc.	2	1	2	Low	The Parish Council are aware of the issue and are actively investigating the migration to dedicated e-mails.
Councillors	Libel and slander	3	5	15	Not covered	3	5	15	High/Med	TBD
	Personal Accident – death, loss of limb, sight, permanent total disablement	3	5	15	Covered for £100,000	3	2	6	Med / Low	Covered by insurance
	Temporary total disablement weekly benefit payable up to 104 weeks	3	5	15	£100 per week	2	4	8	Med	Covered by insurance
	Victim care (counselling)	2	4	8	£1,000 any one incident £5,000 in aggregate.	2	2	4	Low	Covered by insurance –
	Clothing and personal effects	3	2	6	£250	3	1	3	Low	Covered by insurance –
	Conflict of interest	3	4	12	Declarations of interests to be documented/minuted and any conflict addressed as appropriate	3	2	6	Low	

	Losing Councillor membership or having more than 3 vacancies at any one time	3	3	9	When a vacancy arises there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and Co-option vote at a Council meeting then appointment. If there are more than 4 vacancies at any one time on the Council it becomes inquorate. The legal process would pass to the District Council.	2	3	6	Med	Actively looking for new Councillors to mitigate risk
	Councillor allowances overpaid	3	2	6	No allowances are allocated to Parish Councillors.	3	1	3	Low	
Clerk	Misappropriation of funds	3	3	9	Crossed cheques and other non-negotiable money - £250,000 In transit or in the insured premises during business hours or in a bank night safe - £2,500 In a locked safe the Insured premises out of business hours - £1,000 Out of a safe at the insured premises out of business hours - £300 In the private dwelling houses of any Councillors or Clerks - £350 Whilst at exhibitions and/or fees - £350	3	1	3	Low	Covered by insurance –
	Injury of employee	2	5	10	Employers liability insurance - £10m	2	1	2	Low	Covered by insurance –
	Personal Accident – death, loss of limb, sight, permanent total disablement	3	5	15	Insured up to £100,000	3	3	9	Med / Low	Covered by insurance –

	Temporary total disablement weekly benefit payable up to 104 weeks	3	5	15	Insured up to £100 per week	2	4	8	Med / Low	Covered by insurance –
	Victim care (counselling)	2	4	8	Insured up to £1,000 any one incident £5,000 in aggregate.	2	2	4	Low	Covered by insurance –
	Clothing and personal effects	3	2	6	Insured up to £250	3	1	3	Low	Covered by insurance –
	Administrative errors and failures	3	3	9	Chairman to check important documents before release	3	2	6	Medium /Low	
	Loss of records due to fire or theft	2	4	8	Old records archived with Dorset County Records.	2	4	8	Medium /Low	
	Loss of electronic records	3	3	9	Computer backed up regularly onto separate drive.	3	3	9	Medium	
	Motor insurance on official duties	3	5	15	Included in Clerk's own policy	3	1	3	Low	
Salaries	Wrong salary/hours /rate paid	3	5	15	Check salary to Minute, check hours and rate to contract. Council approve payment, cheque signed by councillors	3	1	3	Low	Councillors and IA
	Wrong deductions – NI and Income tax	3	3	9	Check PAYE calculations	3	2	6	Medium /Low	Councillors and IA
	Self-employed status challenged and tax status	3	3	9	Check PAYE calculations	3	2	6	Medium /Low	Councillors and IA
Financial reporting	Misleading reporting of balances in current account and savings account	2	5	10	Declare/remind Councillors of any 'funds' set aside for specific purposes at every meeting when reporting balances	2	5	10	Medium	Clerk/RFO to report at meetings.
External equipment or areas	Loss or damage to Street Furniture	4 3 3	3 1 3	12 3 9	Seats - £900 Notice Board - £408.10 50% ownership with Village Hall Bus shelter - £787.83	4 3 3	1 1 1	4 3 3	Low	Covered by insurance –
	Loss or damage to Playground equipment	3	3	9	Not insured for damage as it is mostly steel construction and would be limited	3	2	6	Medium /Low	Covered by insurance –
	Loss or damage to Village cross	4	5	20	Monumental Cross insured - £28,117.19	4	1	4	Low	Covered by insurance –

	Maintenance of assets: poor performance of amenities or risk to third parties	4	4	16	Regular maintenance of assets is performed as and when required	4	2	8	Medium /Low	Strong and growing repair and maintenance reserve
	Adequacy of Health and safety at meeting locations	2	5	10	Meetings are held in village hall which is well maintained and a comfortable location	2	1	2	Low	

Risk Register Scoring

Likelihood

Score 1 Highly unlikely	Score 2 Unlikely	Score 3 Possible	Score 4 Very Likely	Score 5 Definite
Previous experience at this and other similar organisations makes this outcome highly unlikely to occur.	Previous experience discounts this risk as being likely to occur but other organisations have experienced problems in this area.	The council has in past experienced problems in this area but not in the last three years.	The council has experienced problems in this area in the last three years.	The council is experiencing problems in this area or expects to in the next 12 months.
There are effective, tested and verifiable controls in place that prevent occurrence of this risk.	There are controls in place that whilst not tested appear to be effective.	Some controls are in place and generally work but there have been occasions when they have failed and problems have arisen.	Controls may be in place but are generally ignored or ineffective.	No controls are in place.

Impact

Score 1 Negligible	Score 2 Low	Score 3 Medium	Score 4 High	Score 5 Very High
Little or no financial impact (less than £250)	The financial impact would be losses or loss income of no greater than £500	The financial impact would result in losses or loss income of no greater than £1,000.	The financial impact would result in losses or loss income of no greater than £2000	The financial impact would be greater than £2,000.
Council Services are not disrupted	Some temporary disruption to the activities of the council service	Regular disruption to the activities of the council service.	Significant service disruption to the activities of the council service.	Severe disruption to the activities of the council service.
No impact on the delivery of the council's corporate objectives.	It may cost more or there may be delay in delivering one of the council's corporate objectives	A number of corporate objectives would be delayed or not delivered	Many corporate objectives delayed or not delivered.	Unable to deliver most objectives.
No loss of confidence and trust in the council	Some loss of confidence and trust in the council felt by a certain group or within a small geographical area.	A general loss of confidence and trust in the council within the local community.	A major loss of confidence and trust in the council within the local community.	A disastrous loss of confidence and trust in the council both locally and nationally.

Risk Ranking Table

Risk Priority Number (RPN)= Likelihood x Impact

	Very High (21 to 25)
	High (16 to 20)
	High / Medium (12 to 15)
	Medium (9 to 11)
	Medium / Low (6 to 8)
	Low (1 to 5)

	Likelihood					
Impact		5	4	3	2	1
	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1