



RISK ASSESSMENT SCHEDULE

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

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. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

Review:

This Risk Assessment will be reviewed annually at the Annual Parish Council Meeting.

MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and records are kept in secure storage by the Parish Clerk. There is regular electronic back-up for the Clerk's PC. In the event of the Clerk being indisposed the Chairman to contact the Oxfordshire Association of Local Councils for advice.	Review when necessary Ensure procedures below are undertaken
Meeting location	Adequacy Health and Safety	L	Meetings are normally held in the Village Hall or in East Hagbourne Pavilion which have full insurance and health and safety procedures.	Existing procedure adequate
Council Records	Loss through theft, fire, damage	L	Current papers are held in metal cabinets by the Parish Clerk. Archived material is held in the village archive in Hagbourne Village Hall.	Damage or theft is unlikely and so provision adequate.
Council Records electronic	Loss through damage, fire, corruption of computer	H	The Parish Council's electronic records are backed up to an external hard drive which is stored away from the office. All digital files are also stored on a secure cloud server.	Existing procedure adequate
Minutes	Accurate and Legal	L	Review at following meeting- councillors confirm accuracy.	Existing procedure adequate

STAFFING

Clerk	Loss of clerk	M	Reserve funds should be adequate to enable recruitment or locum cover if required	Existing procedures adequate – training budget allowed for in Precept Calculations
	Lone Working	M	Clerk works from home – appropriate lone working arrangements in place.	Existing procedure adequate
	Lack of training/competency	L	Clerk should be provided with relevant training, reference books,	Membership of SLCC/OALC maintained

	Payroll Errors	L	access to assistance and legal advice. Payroll outsourced to an accounting firm. All payments made by the Clerk in accordance with HMRC requirements and checked as part of internal audit.	Payroll checked during audit
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FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Monitoring/Review/Assess/Revise
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The precept is an agenda item at the December meeting.	Expenditure against budget is reviewed quarterly
Rental Income	Non Payment	L	Monitor payments	Existing procedures adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks Fraud	L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Online banking is operated with dual authorisation where applicable. Regular review of payments to mitigate risk of fraud, duplicate or incorrect payments. Bank details changes are verified independently before payment.	Existing procedures adequate Review Financial Regulations as necessary in line with NALC model
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any cash transactions that are made by the clerk or a councillor must be fully receipted and are reimbursed monthly by cheque or bank transfer on receipt of an invoice.	Existing procedures adequate
Financial controls and records	Inadequate checks	M	Two signatories on cheques or two councillors required to approve online payments. Internal and external audit. Financial Regulations are in place and reviewed annually. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any S137 payments must be recorded at time of approval.	All financial matters including S137 payments are approved and recorded at council meetings. Regular reconciliations are required. Cllrs carry out cheque signing or online payments against a minuted schedule prepared by the clerk at monthly council meetings.

Cyber Security	Phishing	M	Clerk and councillors to be aware of common fraud risks and follow verification procedures before payments.	Existing procedures adequate
	Data breach	M	Regular software updates and antivirus protection in place.	
	Unauthorised access to accounts	M	Use of secure passwords and restricted access to financial systems.	
Election Costs	Risk of election cost	M	Risk is highest in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs.	Retain reserve to cover potential cost.
VAT	Re-claiming, charging	L	The Council has no obligation to charge VAT. Eligible VAT refunds are claimed by the Clerk annually and reviewed in the audit procedure.	Existing procedures adequate
Annual return	Not submitted within time limits	L	Annual return 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 within time limit	Existing procedures adequate
Breaches of regulations and law	Low	L	Ensure councillors have adequate training and guidance from the Clerk	Obtain advice from OALC Training budget for Councillors
ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Bus Shelter	Damage by vehicles	L	Local resident and continuing councillors awareness	Existing procedures adequate
	Vandalism	M	Shelters and kiosks durable	
	Defacement	M	construction	
	Replacement	L	Insurance Covered	
Notice Boards	Damage by vandalism / wear and tear	L	Regular inspections by clerk Insurance Covered	Existing procedures adequate
Street Furniture (benches, bins, signage)	Damage by vandalism / wear and tear	M	Repairs or replacements approved as required. Insurance Covered	Existing procedures adequate
Great Mead Playground	Unsafe equipment	M	Monthly safety inspection, annual ROSPA check Reported damage to equipment: Visit site and take appropriate measures to make safe as soon as practicable Reported Injury: Record incident and seek expert advice if necessary	Existing procedures adequate
Trees	Falling Branches/root damage	M	Professional advice sought where necessary. Tree works undertaken by qualified contractors.	Existing procedures adequate
East Hagbourne Pavilion	Vandalism	M	Robust construction, burglar alarm	Building is covered under Council's insurance policy
	Fire	M	Modern construction, fire alarm fitted	

CEMETERY	Risk/damage to third party(ies)/ property	M	Area regularly inspected to ensure public safety Memorial safety inspections undertaken periodically.	Regular Memorial Inspections to be recorded.
	Error in allocation of grave space	M	Records maintained and checked by Clerk. All cemetery paperwork is stored securely at the clerk's residence.	Existing procedures adequate
	Security of cemetery records	L	The cemetery's digital database is fully password protected.	Existing procedures adequate
LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council and to be resolved and clearly minuted.	Existing procedures adequate
Charges - Freedom of Information Act	Costs not covered	L	The Council is able to request a fee if the work is substantial	Invoice accordingly
	Non Payment	M	Payment prior to provision	
Minutes/ Agendas/ Statutory documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting	Existing procedures adequate Undertake adequate training
	Non compliance with statutory requirements	L	Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings managed by the Chairman	Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. East Hagbourne Pavilion Management Committee in place with appropriate procedures	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Undertake adequate training and seek advice from Oxfordshire Association of Local Councils.	Existing procedures adequate
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate
	Proper and timely reporting via Minutes	L	Council always receives and approves minutes at monthly meetings	Existing procedures adequate
	Proper document control	L	Retention of document policy in place	Existing procedures adequate
COUNCILLOR'S PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members Interests	Conflict of Interests	M	Councillors have a duty to declare any interest at the start of the meeting	Existing procedures adequate
	Members Register	M	Members to take responsibility to update their register.	Existing procedures adequate
Code of Conduct	Breach of Code	M	Code of Conduct adopted and adhered to. Training available for councillors.	Existing procedures adequate
GENERAL MAINTENANCE				
Litter Picking	Health and Safety of litter pickers	M	Provide high visibility jackets and litter grabbers. Children to be	Existing Procedures adequate Liaise with SODC

Grass cutting/ hedge cutting/ tree maintenance	Maintenance kept up to date	M	under the supervision of an adult Contract in place for routine grass cutting Occasional additional maintenance identified and approved at Council Meetings. Clerk has authority for minor works.	Existing Procedures adequate
Flood group working parties	Overall Safety	M	Risks assessed before each working activity Safety aspects discussed with participants	Existing Procedures adequate
Contractor works	Poor workmanship	M	Appropriate contractors appointed Work monitored and approved by council	Existing Procedures adequate
	Health and Safety risks	M	Risk assessments undertaken when required	

ITEM	FREQUENCY	COMMENTS/ACTIONS
Parish Council Insurance Including Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually	All processes adequate
Assets review	Annually	Adequate
Financial Matters Banking Arrangements Insurance Provisions VAT return completed DD and regular payments reviewed Budget agreed Budget monitored and reported Precept requested: Bank reconciliation Clerk's salary reviewed and documented Internal audit External audit	Annually Annually Annually Annually Annually Quarterly Annually Monthly Annually Annually Annually	Adequate Internal check quarterly.
Administration Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed Backups taken of computer records Risk Assessment Review	Ongoing Ongoing Annually Annually As Required Annually	Adequate Adequate Adequate Ongoing Ongoing Adequate
Employers Responsibilities Contract of employment in place	Ongoing	Adequate
Relations with Contractors Contractors Indemnity Insurance Written arrangements with contractors	Ongoing Ongoing	Contractor responsibility
Members' responsibilities Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests minuted	Ongoing Ongoing Ongoing Ongoing	All processes adequate

The information given above was agreed at the parish council meeting on 14 May 2026.

Signed (Chair)

Dated

Signed (Clerk)

Dated