

RISELEY PARISH COUNCIL



Risk Assessment and Management Plan

Council: Riseley Parish Council

Prepared by: Clerk & Responsible Financial Officer

Review Frequency: Annually

Date of Review: 6th March 2026

Next Review Due: March 2027

Introduction

This document identifies the key risks faced by Riseley Parish Council and outlines the measures in place to reduce and manage those risks.

The Council recognises that risk management is an essential element of good governance and supports the Council in protecting its assets, finances, reputation, and the safety of residents and councillors.

Risk management will be reviewed annually or sooner if required.

Risk Rating Guide

Risk Level Description

Low	Unlikely to occur, minimal impact
Medium	Possible occurrence, moderate impact
High	Likely occurrence or serious impact

Review

This risk assessment will be reviewed annually by the Council to ensure it remains accurate and effective.

Adopted by: Riseley Parish Council

Date: 19/03/26

Next Review Date: March 2027

Riseley Parish Council Chairman

Date 19/03/26

Clerk & Responsible Financial Officer

Date 19/3/26

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3. Operational Risks

Risk	Impact	Likelihood	Controls in Place
Clerk absence or incapacity	Disruption to council business	Medium	Key documents accessible to Council. Councillors able to authorise urgent actions if required.
Loss of council records	Administrative disruption	Low	Records stored digitally and backed up securely. Paper copies stored safely where required.
IT failure	Operational delay	Medium	Files stored on cloud based servers. Secure passwords used.

4. Assets and Property

Risk	Impact	Likelihood	Controls in Place
Damage or theft of council assets	Financial loss	Low	Assets listed in asset register. Insurance in place.
Poor maintenance of council property	Public safety risk	Medium	Regular inspections undertaken. Maintenance arranged when required.
Injury to members of the public on council land	Legal liability	Low	Public liability insurance maintained. Routine inspections carried out.

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8. Insurance

The Council maintains appropriate insurance cover including:

- Public Liability Insurance
- Employers Liability Insurance (where applicable)
- Fidelity Guarantee
- Asset cover

Insurance is reviewed annually to ensure adequate protection.

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1. Financial Management Risks

Risk	Impact	Likelihood	Controls in Place
Loss or misuse of council funds	Financial loss	Low	Two authorised bank signatories required for payments. Council approval of expenditure. Monthly bank reconciliation undertaken by Clerk and reviewed by councillors.
Fraud or financial irregularities	Financial and reputational damage	Low	Internal and external audits conducted annually. Financial Regulations followed. Councillors review financial reports at meetings.
Incorrect budgeting	Budget deficit	Medium	Annual budget prepared by Clerk and approved by Council. Precept set annually. Regular monitoring of expenditure.
Loss of financial records	Administrative disruption	Low	Records stored digitally and backed up securely. Paper copies stored safely where required.

2. Governance and Legal Compliance

Risk	Impact	Likelihood	Controls in Place
Failure to comply with legislation	Legal challenge	Low	Clerk keeps up to date with legislation and guidance from NALC and SLCC. Policies reviewed regularly.
Inadequate council procedures	Poor governance	Low	Standing Orders and Financial Regulations adopted and reviewed periodically.
Councillor conflict of interest	Reputational damage	Low	Register of Members' Interests maintained. Declarations required at meetings.
Failure to meet statutory deadlines	Compliance issues	Low	Clerk responsible for monitoring and ensuring compliance with deadlines such as AGAR submission.

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5. Allotments

Risk	Impact	Likelihood	Controls in Place
Injury on allotment site	Liability claim	Low	Tenancy agreements outline responsibilities. Site monitored periodically. Liability insurance in place.
Poor site maintenance	Health and safety risk	Medium	Tenants responsible for maintaining plots. Council monitors site condition.
Disputes between tenants	Administrative burden	Low	Clear allotment tenancy agreement in place.

6. Meetings and Decision Making

Risk	Impact	Likelihood	Controls in Place
Decisions challenged due to improper procedure	Legal challenge	Low	Standing Orders followed. Agendas published in advance. Minutes recorded.
Lack of quorum	Meeting cannot proceed	Medium	Meetings scheduled in advance and councillors reminded.
Inaccurate minutes	Governance risk	Low	Minutes prepared by Clerk and approved by Council.

7. Health and Safety

Risk	Impact	Likelihood	Controls in Place
Injury at council-run events	Liability claim	Low	Risk assessments carried out for events where required. Insurance maintained.
Unsafe council property	Public safety risk	Low	Regular inspections and prompt maintenance.