NYNEHEAD PARISH COUNCIL
May 2025
RISK MANAGEMENT POLICY

Table based on "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide"2023.

Likelihood	Risk Matrix		
Common, regular or frequent occurrence (x 3)	(1 x 3) 3 Med	(2 x 3) 6 High	(3 x 3) 9 High
Occasional occurrence (x 2)	(1 x 2) 2 Low	(2 x 2) 4 Med	(3 x 2) 6 High
Rare or improbable occurrence (x1)	(1 x 1) 1 Low	(2 x 1) 2 Low	(3 x 1) 3 Med
Impact	Low	Moderate	Severe

Risk Area	Risk Identified	Level of Risk	Management of Risk	Action Required	Review Date
Section 1. Areas where there may be scope to use insurance to help manage risk					
Property owned by the council	Loss or damage	1	An up to date Asset Register. Regular maintenance of physical assets. Hall: Health and safety officer appointed by Hall and regular checks conducted.	Review annually Insurance held with Clear Councils, renewal annually in June.	May 2027

			JPF: PC is site owner but no role in day to day management.		
Damage to third party property or individuals	Public liability	1	Property maintenance and insurance cover	Review annually Insurance held with Clear Councils, renewal annually in June.	May 2027
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability	1	Annual review of risk and adequacy of cover.	Value of insurance held with Clear Councils reviewed annually by the council and by IA	May 2027
Loss of cash through theft or dishonesty	Fidelity guarantee	1		Internal controls checked by council and IA	May 2027
Legal liability as a consequence of asset ownership	Public liability	1	Property maintenance and insurance cover	Review annually Insurance held with Clear Councils, renewal annually in June	May 2027
Risk of damage to council property held at home by Clerk	Public liability	1	Property maintenance and insurance cover	Review annually Insurance held with Clear Councils, renewal annually in June	May 2027

Section 2. Working with others to help manage risk					
Security for vulnerable buildings, amenities or equipment	Public Liability	1	Legal documents stored with Somerset Council. Monthly laptop back up to memory stick.	Log of inspection regime	On going
The provision of services being carried out under agency/partnership agreements with principal authorities	Public Liability		Standing orders and financial regulations dealing with the award of contracts	N/a as currently no services used	
Banking arrangements.	Detect and deter fraud and corruption.	1	Financial regulations and IA review. Payments and receipts reviewed monthly by all Councillors	Reviewed annually	May 2027
Professional services (architects, accountancy, design, etc)			Standing orders and financial regulations dealing with the award of contracts	N/a as currently no services used	

Section 3. Self-managed risk

Proper financial records	In accordance with statutory requirements	1		Quarterly bank reconciliations, checked by 2 Cllrs. Annual IA	Reviewed Quarterly
Business activities	Ensuring that they are within	1		IA	May 2027

	the legal powers of NPC			Regular reference to legislation guidance.	
Borrowing	Complying with restrictions			N/a no borrowings	
Employment law and Inland Revenue Regulations	Ensuring requirements are met.	1		IA Advice taken from SALC if needed	May 2027
VAT	Ensuring HMRC requirements met.	1		IA	Ongoing
Annual Precept	Ensuring adequacy within sound budgeting arrangement	1		IA 2 Cllrs and Clerk review all spending needs	January 2027
Monitoring of performance		1		Monthly budget v actual reviewed by all Cllrs	Reviewed monthly
Grants	Ensuring proper use of funds granted to local community bodies under specific powers s137	1	Currently no Funds granted	Minuted and checked by IA	
Council minutes	Proper, timely and accurate reporting of council business in the minutes	1		Posted on website and notice boards for public to see as per Transparency Code and IA review	Reviewed monthly

Rights of inspection	Proper systems	1		All policies on website and reviewed/updated annually or biannually	May 2027
Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up-t-date	1		IA and Somerset Council review	May 2027
Compliance with Transparency code		1		Stay up to date with legislative changes	May 2027

High	Rigorous scrutiny of control measures required to ensure ALARP, Improve control measures where possible; consider stopping work. Conducting activities at this level of risk may require formal approval from the appropriate Duty Holder.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review regularly or if there are any changes.

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