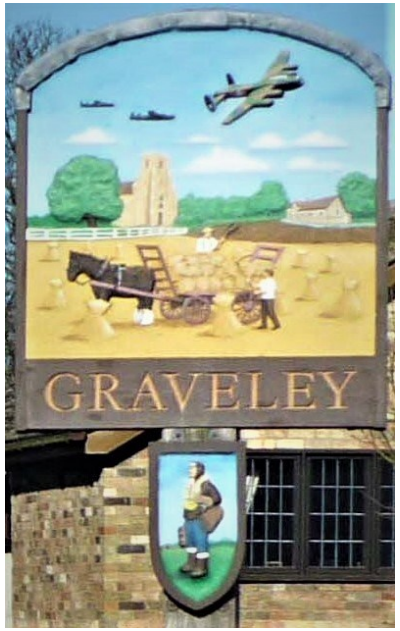
General Risk Assessment



Document Configuration Management & Control

Version	Description	Originated	Approved	Minute Ref.
Version 1	Annual Review	11/01/2023	07/05/2024	24/25-33.1
Version 2	Annual Review	14/02/2026		

General Risk Assessment for Graveley Parish Council

'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.' Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)

Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. Risk management is not simply about health and safety but applies to all aspects of Graveley Parish Council's work.

This document has been created to enable the council to assess the risks that it faces and satisfy itself that it has taken adequate measures to control them. The Council is aware that some risks can never be eliminated, but it has a strategy that provides a structured, systematic, and focused approach to managing risk which:

- Identifies the key risks facing the council
- 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.

These codes are used in the table: T = trivial risk, A = adequately controlled risk, N = not adequately controlled, U = unable to decide (more information required)

Assets

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
A1	Notice Board	Vandalism Impact Damage Cost of Replacement	Pedestrians	4	1	4	Dated insurance including Public Liability	A
A2	Streetlights	Vandalism Impact damage Cost of Replacement	Pedestrians	4	4	16	Dated insurance including Public Liability Make contingency provision in Parish Council Reserves	A
A3	Village Sign	Vandalism Impact damage Cost of Replacement	Pedestrians	4	4	16	Dated insurance including Public Liability	A
A4	Laptop & Printer	Accidental Damage Cost of replacement	Clerk Councillors	4	4	16	Dated Insurance Including Public Liability	A

		Repair cost	Parishioners					

Management

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
M1	Failure to attract sufficient candidates for Councillor vacancies	Reduced representation of neighbourhoods Lack of resource Inquorate meetings	Councillors	2	2	4	Actively publicise Council activities Seek candidates amongst friends and colleagues Publicise elections and vacancies on notice boards, in 6 Villiages Newsletter and on website /Facebook	A
M2	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Councillors Clerk	1	3	3	Issue annual meeting calendar to all Councillors Issue meeting agendas promptly Record attendance Contact Councillors who fail to attend meetings	T
M3	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Councillors	1	2	2	Publicise meetings on notice boards Encourage attendance at Annual Parish Meeting Place articles in 6 Villages Newsletter Include public participation on all agenda Ensure public seating available Publish agendas and minutes on website	T
M4	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	2	2	Clerk to advertise facility and respond to requests	A
M5	Councillors acting alone outside meetings	Councillors outside compliance Indemnities invalid Personal risk	Councillors	2	2	4	Obtain and read 'Good Councillor Guide' Avoid making commitments on behalf of the council Attend relevant training course	A
M6	Council decisions not implemented	Confidence undermined Reputational risk Possible losses	Clerk	1	4	4	Clerk to publish marked unapproved minutes to be considered at next meeting	A
M7	Inaccurate, untimely, improper minutes	Poor evidence for decisions Poor decisions in future	Clerk	1	3	3	Councillors to check minutes within 10 days of meetings Minutes published before approval	A

M8	Inadequate document control	Poor evidence Poor support to Councillors	Clerk	1	2	3	Maintain filing and retrieval system Maintain document version control	A
M9	Failure to recognise and address conflict of interest	Lack of transparency Complaints of unfairness or bias	Councillors Clerk	1	2	2	Councillors to review Code of Conduct	A
M10	Incomplete/inaccurate register of Councillors' interests	Lack of transparency Complaints of unfairness or bias	Councillors	1	2	2	Councillors to review Code of Conduct	A
M11	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk	1	4	4	External hosting with back up using Microshade	A
M12	Lack of professional advice	Poor decisions Costs and waste Possible noncompliance	Clerk	2	2	4	Maintain Membership of CAPALC, NALC and SLCC	A
M13	Loss of services of Parish Clerk	Interruption to effective administration	Councillors Clerk	2	2	2	Panel of experienced locum Clerks at SLCC able to assist	A
M14	Lack of defined objectives or strategy	Resources not focused on priorities Poor performance Risks not assessed	Councillors	1	2	2	Council to produce an Action Plan	A
M15	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Councillors	1	2	2	Publicise meetings on notice boards Encourage attendance at Annual Parish Meeting Place articles in 6 Villages Newsletter Include public participation on all agenda Ensure public seating available Publish agendas and minutes on website	A
M16	Allegations of libel or slander	Potential for litigation Costs of investigation Reduced public confidence	Councillors	1	3	3	Clerk to intervene at meetings Review all press releases or articles before release Adequate Insurance Cover	A
M17	Bad publicity	Reduces confidence	Councillors Clerk	1	3	3	Review all press releases or articles before release Clerk to manage all press relations	A
M18	Non-compliance with data protection	Litigation Poor reputation	Councillors Clerk	1	3	3	Clerk to monitor	A
M19	Failure to identify local needs or wishes	Council decisions unreflective of parish's wishes Democratic deficit	Councillors	1	3	3	Maintain close contact with local residents Encourage residents' feedback Use questionnaires to identify local wishes Publicise plans and invite comments	A

Financial

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
F1	Financial	Misappropriation of Council Funds Financial loss	Public Services	1	2	2	All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes Pay invoices by internet banking Two councillors to approve each payment. Annual scrutiny of Financial Records by internal auditor.	A
F2	Income Ensuring that all requirements are met under custom & excise regulations	Unable to fulfil responsibilities	Public Service	1	2	2	Ensure Council understands and complies with VAT legislation	A
F3	Failure to submit Annual Return on time	Poor Auditor's report Public confidence suffers	Clerk	1	3	3	Clerk to maintain diary	A
F4	Improper contracting procedures	Financial losses Poor levels of service Increased costs	Clerk	1	3	3	2015 national model adopted Separate financial regs Clerk adequately trained	A
F5	Accidental damage to fixed assets	Costs of repair Loss of use until repaired	Clerk	2	2	4	Maintain insurance	A
F6	Orders for goods and services Monitoring of performances against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public Service	1	2	2	Reviewed at internal audit	A
F7	Vandalism to fixed assets	Costs of repair Loss of use until repaired	Clerk	3	2	6	Maintain inspection regime Maintain insurance Liaison with Police	A
F8	Loss to third parties	Litigation Costs/damages	Clerk	1	3	3	Review health & safety Check contractors, insurance is adequate	A

F9	Inadequate insurance	Balance of unexpected costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change	A
F10	Failure to submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk	1	3	3	Clerk to respond to South Cambs District Council notices Timely agenda item for Councillors to approve next year's budget.	A
F11	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Councillors	1	4	4	Clerk and Councillors to build sound budget, using risk register and known commitments. Councillors to consider Reserves Policy	A
F12	Failure to account for and recover VAT	Wasted resources	Clerk	1	3	3	Clerk to review Internal auditor to check	A
F13	Failure to stay within agreed budgets	Inadequate funds for other tasks Wasted resources	Councillors	1	2	2	Clerk to review Internal auditor to check Reserves Policy would mitigate short-term impact of loss.	A
F14	Holding excessive or inadequate reserves	Auditors adverse report Poor use of resources Waste of cash or unable to meet commitments	Councillors	2	3	6	Clerk to review as part of budgeting Reserves Policy to set percentage of precept. Council to review size of Reserves	A
F15	Fraud by Clerk	Reputation Costs, Litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to Councillors Control systems for expenditure	A
F16	Fraud by Councillors	Reputation Costs, Litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to Council Control systems for expenditure	A
F17	Inadequate awareness of relevant legislation	Failure to comply	Councillors Clerk	2	3	6	Maintain membership of CAPALC/NALC Clerk to train/qualify	A
F18	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Councillors Clerk	2	3	6	Maintain membership of CAPALC/NALC Clerk to maintain current knowledge Liaise with internal and external auditors	A
F19	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review Internal audit to review	A
F20	Improper financial records	Potential for wasted resources	Clerk	1	2	2	Internal audit to review	A
F21	HMRC requirements not	Costs Litigation	Clerk	1	3	3	Clerk to liaise as necessary	A

	met							
F22	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external audit	A

RISK ASSESSMENT CARRIED OUT BY: Sarah Phillips