

SHREWLEY PARISH COUNCIL - RISK ASSESSMENT

AREA	RISK	POTENTIAL IMPACT	LIKELY RISK	CONTROL	STATUS
Assets (phone boxes, bus shelter, benches, notice boards etc.)	Protection of physical assets	High	Low	Insurance cover and value reviewed annually	Done
	Maintenance of physical assets	High	Low	Physical inspection annually	Ongoing
Finance	Banking	High	Medium	Accounts held with High Street bank	Done
	Loss of income	High	Medium	Insurance cover Back up of documents	Done Ongoing
	Loss of cash through theft or dishonesty	High	Low	No petty cash handled. All payments require double signatures	Done Ongoing
	Financial controls and records	High	Medium	Properly trained Clerk Annual Internal audit Financial regulations All expenditure approved by Council	Done Ongoing Done Ongoing
	Complying with HMRC regulations	High	Low	Properly trained Clerk Audits	Done Ongoing
	Sound budgeting to deliver annual precept	Medium	Low	Budget reports	Done
	Contracts let improperly	Medium	Low	Financial Regulations	Done
Liability	Risks to third parties	Medium	Low	Insurance cover	Done
	Employer liability and employment law	Medium	Low	Membership of WALC	Ongoing

	Comply with HMRC regulations	Medium	Low	Properly trained Clerk Membership of WALC Audit	Done Ongoing Ongoing
Legal Liability	Ensuring activities are within legal powers	High	Medium	Properly trained Clerk	Done
	Proper and timely recording in Minutes	Medium	Low	Properly trained Clerk Councillor input Publication of minutes on website and noticeboard	Done Ongoing Ongoing
	Proper document control	Medium	Low	Data storage to comply with Policy	Ongoing
Councillor Probity	Register of Interests completed and published.	High	Low	Register completed	Done
	Declarations of Interest at each meeting	High	Low	Agenda item and minuted.	Ongoing

IT	Unable to access electronic data and information.	High	Low	Council owns laptop and Chair has sealed envelope containing Clerks password.	Done
Email access	Inability to delete out of date data when a member leaves office.	High	Low	Email addresses for all councillors and clerk are .gov.uk addresses managed by Parish Online.	Done
Email addresses	Ability to respond to Freedom of Information Requests (FOIA)	High	Low	Email addresses for all councillors and clerk are .gov.uk addresses managed by Parish Online.	Done

Adopted by Shrewley Parish Council at its meeting on 5th November 2018.

Reviewed by Shrewley Parish Council Monday 3rd July 2023, Monday 25th November 2024, Monday 3rd November 2025.

Review Date November 2026