Langtoft Parish Council
**Risk Assessment and Management Review**
**Reviewed: April 2025**

---

## 1. Introduction

Langtoft Parish Council recognises its responsibility for establishing and reviewing arrangements for the management of risk. This document outlines how the council identifies, assesses, and controls risk across its operations. Risk management is an ongoing process, reviewed annually and when new activities arise.

Each risk is evaluated for Likelihood and Impact on a scale of 1 to 5 (1 = Low, 5 = High). Risks with higher combined scores (Likelihood × Impact) require proportionate controls or mitigation.

---

## 2. Risk Assessment Table

| Area | Risk Description | Likelihood (1-5) | Impact (1-5) | Risk Score (L×I) | Consequence if Realised | Control Measures | Responsible | Review Date |
|---|---|---|---|---|---|---|---|---|
| **Precept & Budgeting** | Precept not submitted or inaccurate | 1 | 2 | 2 | • Financial shortfall; inability to deliver services | • Budget prepared by the Responsible Finance Officer (RFO)<br>• Reviewed by Finance Working Group (WG)<br>• Approved by Full Council.<br>• Precept submission confirmed. | Clerk, Finance WG | October annually |
| | Precept based on incorrect projections | 2 | 3 | 6 | • Budget shortfall or misallocation of funds | • Working groups input forecasts<br>• Precept aligns with consolidated budget<br>• Final review by full Council | Finance WG | November annually (approved by full council in January) |

| Area | Risk Description | Likelihood (1-5) | Impact (1-5) | Risk Score (L×I) | Consequence if Realised | Control Measures | Responsible | Review Date |
|---|---|---|---|---|---|---|---|---|
| **Financial Management** | Financial irregularities | 2 | 3 | 6 | • Audit issues<br>• Reputational damage<br>• Financial penalties | • Dual authorization<br>• Monthly reporting / monitoring<br>• internal & external audits<br>• reconciliations.<br>• Adherence to financial regulations | Clerk, Council | Ongoing |
| | Fraud or errors in bank use | 2 | 3 | 6 | • Loss of funds<br>• Reputational harm | • Online banking secured<br>• Limited users<br>• Two signatories on cheque / BACS<br>• Access controls. | Clerk | Annually in May |
| | VAT irregularities | 2 | 3 | 6 | • Financial loss<br>• HMRC enquiries | • Annual calculation<br>• Audit review<br>• Financial Regulations | Clerk | Annually |
| | Loans and borrowing | 1 | 2 | 2 | • Financial loss<br>• Budgetary impact<br>• Non-compliance with borrowing restrictions | • No current borrowing<br>• Councillor / Clerk Training<br>• Membership of LALC | Clerk | Annually |
| **Audit & Reporting** | Inaccurate or late audit submissions | 1 | 2 | 2 | • Regulatory breach<br>• Delayed transparency | • Budget monitoring<br>• External Audit<br>• Financial information published on website | Clerk | October & April |
| **Income Loss** | Unexpected loss of income | 1 | 3 | 3 | • Reduced ability to fund operations | • Precept-based model with insurance for losses. | Clerk | Annually |
| **Election Costs** | Budget strain in contested election | 2 | 4 | 8 | • Strain on reserves<br>• unplanned spend | • Cost estimates from SKDC<br>• reserve cover in place. | Clerk | Election years only |
| **Legal Compliance** | Data Protection breach | 2 | 4 | 8 | • Legal fines<br>• data loss<br>• public trust issues | • ICO registered<br>• GDPR-trained Clerk<br>• Councillor training (within 2 months for co-optees) | Clerk | May annually |

| Area | Risk Description | Likelihood (1-5) | Impact (1-5) | Risk Score (L×I) | Consequence if Realised | Control Measures | Responsible | Review Date |
|---|---|---|---|---|---|---|---|---|
| | | | | | | • Designated council e mail addresses | | |
| | Loss of data / cyber attack | 2 | 4 | 8 | • Loss of all data<br>• | • Archive documents are stored by the clerk in accordance with the retention regulations.<br>• secure storage<br>• regular backups.<br>• Chair retains back up off site | Clerk | Annually |
| | Freedom of Information (FOI) compliance failure | 1 | 2 | 2 | • Complaint or breach of statutory duties | • Response to individual requests<br>• Compliance with FOI Act | Clerk | May annually |
| **Insurance** | Inadequate cover or policy gaps | 2 | 4 | 8 | • Uncovered loss/damage to council assets | • Policy reviewed and updated<br>• all assets insured.<br>• Three year agreement – specialist cover (all events and equipment)<br>• Advice sought from National Association of Local Councils<br>• Cover for councilors and clerk for any negligent act | Clerk | Insurance renewal period |
| **Governance** | Loss of quorum | 1 | 5 | 5 | • Inability to conduct council business legally | • Succession planning<br>• Vice-Chair in place<br>• attendance monitored.<br>• Co-option to vacant posts | Full Council | Ongoing |
| | Conflicts of interest | 2 | 3 | 6 | • Reputational damage<br>• legal non-compliance | • Annual declarations<br>• update of registers declared to SKDC<br>• Monitoring Officer updates<br>• policy compliance. | Councillors | May annually |

| Area | Risk Description | Likelihood (1-5) | Impact (1-5) | Risk Score (L×I) | Consequence if Realised | Control Measures | Responsible | Review Date |
|---|---|---|---|---|---|---|---|---|
| | | | | | | • Declaration of acceptance | | |
| | Gifts and hospitality / Bribery | 3 | 3 | 9 | • Reputational damage<br>• Financial loss | • Register of interests<br>• Declaration of gifts and hospitality | Clear / Councillors | Annually / On occurrence |
| | Legal irregularities | 3 | 3 | 9 | • Non compliance<br>• Reputational | • Clerk clarifies legal position | Clerk | Ongoing |
| **Employment** | Clerk/Gardener absence or loss | 2 | 4 | 8 | • Service disruption; handover risk | • Appraisals<br>• succession planning<br>• councillor cover (to act as Clerk)<br>• Training | Full Council | Oct 2025 (Clerk), May 2026 (Gardener) |
| | Incorrect salary or PAYE submission | 2 | 3 | 6 | • HMRC penalties<br>• Staff dissatisfaction | • HMRC tools and submission tracking.<br>• Agreed salary rates based on National Joint Council | Clerk | Ongoing |
| | Pension provisions for staff | 1 | 2 | 2 | • Fines<br>• Staff dissatisfaction | • Re-enrolment every three years | Clerk | 2025 |
| | Employee / Councillor Health and Safety | 2 | 4 | 8 | • Injury claims | • Insurance cover | Clerk | 2025 |
| **Assets** | Damage/loss of council property | 2 | 3 | 6 | • Insurance claims<br>• Repair costs<br>• Financial loss | • Asset register annual review<br>• regular inspections<br>• Insurance maintained. | Clerk | AGAR annually |
| | Unsafe or damaged noticeboards | 2 | 3 | 6 | • Injury<br>• Complaint from residents | • Inspections and maintenance by Clerk. | Clerk | Ongoing |
| | Buildings / Storage facilities | 2 | 3 | 6 | • Unauthorised access<br>• Loss | • Village Hall controlled and insured by Village Hall Management Committee<br>• Adequate security of storage facilities | Clerk | Annual review |

| Area | Risk Description | Likelihood (1-5) | Impact (1-5) | Risk Score (L×I) | Consequence if Realised | Control Measures | Responsible | Review Date |
|---|---|---|---|---|---|---|---|---|
| | | | | | | • Insurance cover | | |
| **Council Meetings** | Inaccurate agendas/minutes | 1 | 2 | 2 | • Legal challenge to decisions<br>• Decisions not quorate | • Standard procedures for meetings<br>• Approval of minutes at following meeting.<br>• Code of conduct updates | Clerk | Ongoing |
| **Social Media** | Inappropriate or inaccurate posts | 3 | 3 | 9 | • Public backlash<br>• Reputational harm | • Admin control<br>• Moderation<br>• social media policy.<br>• Training | Comms Group | October annually |
| **Play Areas** | Injury from unsafe / misuse of equipment | 3 | 5 | 15 | • Serious injury; litigation | • Weekly inspections;<br>• Annual ROSPA checks<br>• delegated powers for closures.<br>• Amenities WG monitor – propose works<br>• Insured maintenance contractors<br>• Insurance cover | Gardener, Amenities WG | Weekly/Annually |
| | Damage to / dangerous equipment | 3 | 3 | 9 | • Equipment falls into disrepair | • Reporting to councilors<br>• Raise issues with inspecting body<br>• Closure of equipment | Amenities WG | Ongoing |
| | Falling tree branches | 3 | 3 | 9 | • Injury / litigation | • Regular checks of trees | Amenities WG | Next tree survey Nov 2025 |
| | Cleanliness of areas | 3 | 1 | 3 | • Public dissatisfaction | • Regular grass cutting<br>• Gates and fencing monitored by WG<br>• Dog fouling reported<br>• Bins inspections and reported to SKDC etc<br>• Litter reported | Amenities WG | Ongoing |

| Area | Risk Description | Likelihood (1-5) | Impact (1-5) | Risk Score (L×I) | Consequence if Realised | Control Measures | Responsible | Review Date |
|---|---|---|---|---|---|---|---|---|
| **Cemetery** | Injury from unstable memorials / ground works / vehicles and equipment / slips and trips | 2 | 5 | 10 | • Public injury; claims against council | • 5-yearly checks; signs for uneven ground; repairs monitored.<br>• Authorised vehicles only<br>• Contractors and funeral directors responsible for own risk assessments / health and safety<br>• Gardner to report issues / repairs required | Cemetery WG | Next: Aug 2025 |
| **Winter Gritting** | Slips from icy roads | 4 | 5 | 20 | • Serious injury; council liability | • Contractor engaged; proactive gritting<br>• insurance in place.<br>• Gritting procedures | Clerk | Oct/Nov annually |
| **Events** | Varying risks by event | Varies | Varies | Varies | • Public harm or poor management | • Specific risk assessments required. | Comms WG | Per event |
| **Speed Camera** | Operational hazard | See separate RA | See separate RA | See separate RA | • Misuse or equipment damage | • Separate Risk Assessment on file. | Clerk | As needed |
| **Penfield Nature Reserve** | Nature/environmental hazards | See separate RA | See separate RA | See separate RA | • Public injury or ecological disruption | • Separate Risk Assessment on file. | Clerk | As needed |
| **Pond Area** | Accident from water or brambles | See separate RA | See separate RA | See separate RA | • Minor injury; complaint | • Signage; fencing; renovation and monitoring. | Clerk | As needed |

---

## 3. Key Policies & Review Cycles

- Standing Orders: Reviewed annually (May)
- Financial Regulations: Reviewed annually (May)
- Code of Conduct: Adopted Nov 2022
- Clerk/Gardener Appraisals: Annually

- Data Protection & FOI: Reviewed May annually
- Insurance Policy: 3-year term with annual review
- Risk Register: Reviewed and adopted annually

---

## 4. Recommendations

- Transition to full numeric scoring across all risks (now complete)
- Link or append separate risk assessments (Speed Camera, Events, Nature Reserve)
- Include named backup officer for Clerk role in emergencies
- Add cyber risks (phishing, spoofing) in future reviews
- Consider climate/weather disruption to assets or events

---

**Reviewed & Adopted:** May 2025
**Minute Reference:** 24/25-62