



Southam Parish Council
Risk Management Schedule

FINANCIAL				
Subject	Risk identified	Potential Risk Level H/M/L	Management of Risk	Review
Financial controls	Non-compliance with Financial Regulations and consequent inadequate protection of public funds	M	Adopt and regularly review Financial Regulations	Annually in May by Full Council Interim reviews may be carried out eg to incorporate changes in legislation
Legal powers	Council making payments without legal power to spend	L	The Council pays an annual subscription to GAPTC and receives advice/support as necessary. The RFO records the relevant legal reference against each payment and these are recorded in the minutes	Ongoing Ongoing
RFO not completing statutory tasks	Council operating outside legal framework	H	Accounts and bank reconciliation reviewed monthly by Full Council. Internal audit reports (and external audit reports if applicable) submitted to Full Council RFO is CiLCA and PIALC qualified	Ongoing
Annual Return (AGAR)	Not submitted to external auditor in time	L	Council is currently exempt and annual submission of notice of exemption is reported to Full Council and minuted.	Annually in April or May

			Any change in exemption status would be noted by Council and the AGAR (Form 3) will be approved by Full council and submitted to the external auditor before 30 th June	
Precept	Not requested	L	Precept request prompted by Tewkesbury Borough Council Minuted by Full Council	Annually
	Not received	L	Diarised by RFO Sufficient reserves held to continue operation if precept is delayed	Annually
	Inadequate to meet expenditure needs of Council	M	Precept based on detailed budget report which is considered and approved by Full Council, which also receives monthly comparisons of expenditure against budget Precept is open to scrutiny by electorate	Annually Monthly Ongoing
Borrowing	Insufficient funds to meet loan repayments	L	Not applicable – no borrowing	Annually
Banking	Cash and cheques not banked	L	Bank reconciliations circulated to Full Council monthly Majority of receipts are sent by bank transfer	Ongoing
	Misappropriation of funds/fraud	M	Payments are approved by Council in advance Authorised signatories have online access to all bank accounts Fidelity insurance of £250,000 in place	Ongoing and annually via Financial Regulations
Staff competence	Absence of appropriate skills in staff and councillors	L	RFO has appropriate financial skills which are kept up to date by CPD training and NALC/SLCC updates	Ongoing
Financial records	Loss/destruction of records	L	Bank statements available online Scribe records backed up centrally Laptop data backed up regularly	Ongoing Weekly
Payroll	Incorrect payment of staff salaries or NI, pension contributions	L	Use of payroll bureau for salaries	Ongoing

	Non-compliance with auto-enrolment procedures	M	Pensions status of staff considered at commencement of employment. Declaration of compliance submitted to Pensions Regulator every three years.	Ongoing Every three years
VAT	VAT not reclaimed	L	Claims made annually after year end Checked by internal auditor	Annually
Insurance	Adequacy	M	Clerk reviews when asset register updated	Ongoing and annually

MANAGEMENT				
Subject	Risk identified	Risk Level H/M/L	Management of Risk	Review
Continuity of staff	Absence of Clerk – resignation / long term illness	M	Use of locums via GAPTC Councillors undertake administrative and urgent tasks Temporary split of Clerk and RFO roles to allow continuity of financial administration	Ongoing
Loss of records	Loss of paper records	L	All key paper documents have electronic versions which are backed up or accessible on website Policy in place for retention and archiving of records	Ongoing
Health and Safety of staff	Injury to staff while at work	L	Clerk operates in accordance with Health and Safety procedures Clerk alerts councillors to potential risks Employers' Liability insurance in place Risk Assessments carried out where applicable	Ongoing

Health and Safety of volunteers	Injury to volunteers when carrying out Community Speedwatch activities	L	Volunteers have received training specific to the activity Hi-vis jackets are worn Employers' Liability insurance is in place (though injury caused by a third party would be covered by the driver's insurance policy)	Ongoing
---------------------------------	--	---	---	---------

PROCEDURAL				
Subject	Risk identified	Risk Level H/M/L	Management of Risk	Review
Legal Powers	Council acting outside its powers	L	Clerks are CiLCA trained or encouraged to obtain the qualification and undertake Continuous Professional Development through GAPTC and SLCC Councillors receive training upon appointment and updated as necessary	Ongoing
Documents	Accuracy of records	L	All agendas are checked by Chair All minutes are approved by Full Council at the subsequent meeting	Ongoing
	Non-compliance of minutes and agendas with statutory regulations	L	Clerks are CiLCA trained or encouraged to obtain the qualification and undertake Continuous Professional Development through GAPTC and SLCC Council operates within Standing Orders and Financial Regulations based on the NALC model	Ongoing Ongoing
Freedom of Information Act 2000	Non-compliance with Act	L	Council operates Publication Scheme in accordance with ICO guidelines and this is published on website	Ongoing and review annually

General Data Protection Regulation	Non-compliance with Regulation	L	Data Protection Policies/Privacy Statements set out Council's responsibilities for processing data. These are published on the website	Ongoing
Public Liability	Failure to provide duty of care to the public	M	£10M Public Liability Insurance held	Annually
Contractors	Risk to public resulting from actions of contractors	M	All contractors are required to submit a risk assessment / method statement and evidence of insurance cover prior to the commencement of the contract	As needed

ASSETS				
Subject	Risk identified	Risk Level H/M/L	Management of Risk	Review
Asset Register	Non-recording of assets	L	Clerk maintains asset register which is checked by internal auditor. Total asset figure is shown on annual return (AGAR) which is approved by Full Council	Annual
	Assets not insured or under-insured	M	Insurance cover reviewed by Clerk on acquisition of new assets. Cover also reviewed annually at renewal	Ongoing
Contractors	Damage to assets through poor workmanship	L	Use of trusted contractors with adequate public liability insurance	Ongoing

COUNCILLOR CONDUCT				
Subject	Risk identified	Risk Level H/M/L	Management of Risk	Review
Code of Conduct	Non-compliance	M	Councillors sign undertaking to comply Training is available to councillors	Ongoing

			Chair may, on advice of Clerk, raise incidents of non-compliance with councillors and may seek guidance from the Monitoring Officer	
Register of Members' Interests	Non-disclosure of interests	L	<p>Clerk receives declaration forms from Councillors on appointment and lodges with Monitoring Officer. Forms are updated as required.</p> <p>Agenda item at each meeting of Full Council requesting declaration of interests pertinent to the agenda</p>	

Adopted March 2026

To be reviewed March 2027