

Granborough Parish Council Risk Assessments:

Adopted by Granborough Parish Council: 12th May 2026

Minute Reference:

Signed (Chair):

Democratic Process and Public Engagement

Hazard/Risk	Likelihood High/med/low	Impact High/med/low	Treatment Control Measure	Budget Implication
4 yearly elections	High	High	- Support unitary in promotion - Allow cost of election in budget - Allow for cost of bye-election in budget	Revenue budget
By-election	Low	High		
Breach of Freedom of Information & data protection requirements	Low	Med	Council adopts publication scheme Council adopts Data Protection Policy and IT Policy Clerk understands requirements Clerk & Council attend meetings Council has necessary advice from BALC/SLCC	
Liability to public	Med	High	Adequate public liability insurance	Revenue budget
Failure to consult/inform community	Med	High	S/O are reviewed annually Clerk is trained in requirement	

Granborough Parish Council Risk Assessments:

Democratic Process and Public Engagement

Hazard/Risk	Likelihood High/med/low	Impact High/med/low	Treatment Control Measure	Budget Implication
Failure to post statutory notices	Low	High	Ensure task is in Clerks job description	
Unlawful decision	Low	High	- Training for clerks and councillors - Reference material available to clerk - Councillors' manual with standing orders (Good Councillors Guide) - Legal advice via membership to BALC/SLCC - Quote statutory power with item of expenditure s137 or unusual expenditure	Revenue budget
Decisions unclear	Low	High	- Clerk has attended minute training - All Councillors to attend appropriate training - Clear agenda	
Lack of Focus/priorities	Low	Med	- Consult community - Regular review of budget process - Develop and review council policies - Cllr details on website and notice board available for contact/feedback	
Slow to react to outside influence	Low	High	- Approve scheme of delegation - Consider annually urgent delegation to the clerk - Cllrs should supply Mobile telephone numbers to the clerk	
Poor internal communication	Med	High	- Use of email - Confirmation of receipts - Follow up with phone call	
Reputation	Med	High	- Code of Conduct for Councillors - Councillor and Clerk Training - Civility Certificate	

Granborough Parish Council Risk Assessments:

Asset Management

Hazard/Risk	Likelihood High/med/low	Impact High/med/low	Treatment Control Measure	Budget Implication
Physical Assets	Low	High	- Develop and keep under review asset register and Insurance Policy - Training clerk/RFO in audit requirements - Councillor(s) as Trustee of the Village Hall to avoid unexpected financial burden of running the village hall by default	
H&S	Med	High	- Planned monitoring programme - Replacement fund - Weekly visual inspection regime - Annual or other inspections as required by insurer	
Liability to the public	Low	High	Public liability insurance	
Accidental damage	Low	High	Insurance	
Loss of Investment income	Low	Low	No investment income at present	
Inadequate Reserves	Med	High	Review annually at budget/precept setting meeting	

Granborough Parish Council Risk Assessments:

Employment

Hazard/Risk	Likelihood High/med/low	Impact High/med/low	Treatment Control Measure	Budget Implication
Failure to meet employment law	Low	High	• staffing committee to be elected if problems occur • policies including grievance and disciplinary in place • training for clerks and councillors • up to date contracts of employment in place reviewed annually • Insurance and/or reserves fund • BALC/NALC advice • Fidelity Guarantee review annually	Training budget, revenue budget
Claim for constructive dismissal	Low	High		Additional insurance premium
Staff Sickness	Low	High	• Up to date contract of employment in place • Contingency for additional pay • Respect and value regime in place • Contingency arrangement in place with adjacent clerk • BALC	
Clerk leaves	Med	High		
H&S			• Ensure contractors have adequate liability Insurance • Ensure contractors do risk assessment before starting work.	

Granborough Parish Council Risk Assessments:

Contracts for Services and Suppliers

Hazard/Risk	Likelihood High/med/low	Impact High/med/low	Treatment Control Measure	Budget Implication
Inadequate records	Med	High	- Clerk attends training - Staff reviews in place	
Contractor defaults and/or low quality of work	Low	High	- Ensure complete audit trail from decision and signed contract to payments - Ensure contract is watertight re work required and actions taken in the event of default	
Public injury	Low	High	- Ensure contract is subject to risk assessments and public liability cover - Inspect contractors risk assessment - Inspect contractors' insurance	
Unauthorised direction to contractor /supplier	Low	High	Ensure contractor only acts on Clerks instructions	

Granborough Parish Council Risk Assessments:

Financial Management

Hazard/Risk	Likelihood High/med/low	Impact High/med/low	Treatment Control Measure	Budget Implication
Inadequate record of accounts	Low	Med	• Council understands its role • Council understands RFO role • Appointment of competent RFO with appropriate skills • RFO attend training • RFO attends special accounts to audit briefing BALC	
Additional external audit work	Low	Low	• As above • Contingency sum	
RFO ill/unavailable	Low	Low	• Contingency arrangement approved and in place e.g. councillor acting as RFO or neighbouring Clerk cover	
Inadequate internal audit	Low	Low	• Appointment of independent and competent professional person for IA • Review appointment annually • Chairman's executive checklist • IAs report considered by council • Annual review of effectiveness • Audit approved by council after Internal Audit	
Lack of financial control	Low	Low	• Adopt financial regulations • Monthly bank reconciliation approved at meeting • All payments raised by Clerk, approved by 2 Councillors via online banking • Clerks to provide amounts, account and sort code for cross reference. • Budget setting once a year, reviewed regularly to ensure adequate finances.	
Inadequate precept, reserves, balances	Low	Low	• Risk not enough money • May be capped precept in the future • Value for money for the electorate • Consider at Precept budget setting • Ensure tenders gained appropriately.	

Granborough Parish Council Risk Assessments:

Financial Management (Continued)

Poor contractual arrangements	Low	High	Ensure written confirmation of acceptance of contracts	
Capped Precept	Med	High	Review precept annually in the context of capping	

IT Failures

Hazard/Risk	Likelihood High/med/low	Impact High/med/low	Treatment Control Measure	Budget Implication
Security/Fraud/ Theft/Embezzlement	Low	High	• Council using Office 365 which meets recommended security levels • All Councillors and Clerk have separate email addresses for Council work, using the Office 365 secure domain. • All expenditure is agreed at a Council meeting, payments raised by the Clerk and authorised by two signatories through online banking. • In cases where expenditure is required outside of a meeting, Financial Regulations are followed, and a paperwork trail is kept for confirmation. • A monthly bank reconciliation is prepared and agreed by the Council covering all expenditure. A list of payments including VAT breakdowns, are circulated in the Minutes. • All invoices over £200 are checked and signed by two Councillors at each meeting.	
FOI Request	Med	High	• Clerk does not circulate any information identifying individuals unless their permission is given. • Councillors will all be provided with a private Council email address so that individuals private details are not inadvertently shared outside of the Council. • Councillors will all read the Councillor Briefing detailing their responsibilities to ensure the safety of residents private data. • Council is registered with the ICO and complies with the UK GDPR.	

Clerks Laptop Failure	Low	High	• Clerk stores all documents to Office 365 to ensure documents are not held locally. Documents can then be accessed by logging in via any laptop. • Clerk will back-up PAYE files, so they are not held locally. • Clerk to keep a password protected access document, detailing passwords, shared with the Technology working party.	
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