

AYMESTREY PARISH COUNCIL RISK MANAGEMENT POLICY

Risks. This document has been produced to enable the parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimize them. The council is aware that, although risks cannot be eliminated fully, it has in place a strategy that provides a structured, systematic and considered approach to managing risk.

Risk is something that will affect the ability of the council to achieve its objectives and meet its duties. Risk management is the process by which these risks are identified, evaluated and controlled. This document will be reviewed annually.

Managing risks. Based on likelihood and potential impact.	Risk Identified	Impact	Likelihood	Controls / Mitigation	Review & Responsibility
Governance / Business Continuity	Council becomes inquorate	High	Low	Statutory process allows principal authority to appoint temporary members.	Annual – Clerk / Council
Governance / Business Continuity	Clerk unavailable without notice	High	Low	All files/records stored at Clerks house and electronic files backed up to memory stick and cloud (Chairman has password for the parish council laptop)	Annual – Clerk
Records Management	Loss of paper records	Medium	Low	Secure storage; key documents duplicated electronically.	Annual – Clerk
Records Management	Loss of electronic records	High	Low	Cloud backups; councillor access; website publication.	Annual backup check – Clerk
IT / Cyber Security	Phishing or malware attack	High	Medium	The laptop is protected by Microsoft Defender Antivirus, and Windows Firewall. The IT Policy raises staff/member awareness.	Annual – Clerk
Data Protection	Personal data breach	High	Medium	ICO registration; Data Protection Act policy; password protection considered as part of IT Policy 2026.	Annual – Clerk / Council
FOI / SAR (Freedom of Information and Subject Access Request)	Failure to meet statutory deadlines	Medium	Low	Clerk responsible; best practice procedures are followed.	Annual – Clerk

Financial Planning	Inadequate precept	High	Medium	Annual budget setting; quarterly monitoring.	Quarterly / Annual – Council and Working Group
Financial Controls	Fraud or theft	High	Low	Insurance cover, Financial Regulations; audits; no petty cash held.	Ongoing – Clerk / Council
Elections	Unplanned election costs	Medium	Medium	Earmarked reserves built up between elections.	Annual – Council
Assets	Damage or loss of equipment	High	Low	Asset register; insurance; regular inspections.	Ongoing – Council An annual inspection of all assets is carried out.
Insurance	Inadequate insurance cover	High	Low	Annual review; statutory cover is in place.	At renewal – Clerk
Member Conduct	Failure to declare interests	Medium	Low	Registers maintained; declarations required.	Ongoing – Members
Decision Making	Unlawful decisions	High	Low	Training; advice; Standing Orders & Financial Regulations.	Ongoing – Members/Clerk
Health & Safety	Injury during council activities	High	Low	Risk assessments; compliant venues; insurance.	Per activity – Council

Adopted xxxxxxxxxxxx

Date of Review xxxxxxxx 2027 or as required.