

**SITHNEY PARISH COUNCIL  
NON FINANCIAL RISK ASSESSMENT**

For each identified area of risk, its impact (I) and its probability (P) are assessed as high (H), medium (M) or low (L) and multiplied together to give a risk rating in accordance with the following table:

Probability \ Impact	High (3)	Medium (2)	Low (1)	Risk rating total
High (3)	High (9)	High (6)	Medium (3)	High (6-9)
Medium (2)	High (6)	Medium (4)	Low (2)	Medium (3-5)
Low (1)	Medium (3)	Low (2)	Low (1)	Low (1-2)

	Description of risk	Control measures	I	P	RR
1	Protection of physical assets PC, Printer, Shredder.	Property damage included in insurance cover.	L 1	M 2	L 2
2	Damage to third party property or individuals arising from council activities	Public Liability and Employees Liability included in insurance cover.	M 2	L 1	L 2
3	Injury to council members or employees arising from council activities	Personal Accident included in insurance cover and employer's liability and public liability cover.	M 2	L 1	L 2
4	Loss of cash through theft or dishonesty	All receipts banked promptly. Only three Councillors authorised to sign cheques and two signatures required for all cheques. Fidelity guarantee included in insurance cover.	M 2	L 1	L 2
5	Legal liability as a consequence of asset ownership or activities of council	Legal expenses and Libel and Slander included in insurance cover.	H 3	L 1	M 3
6	Security equipment –Notice Boards, Bus Shelter and VAS in Crowntown	All located in public open spaces and monthly inspections undertaken.	H 3	H 3	H 9
7	Integrity of banking arrangements	Bank accounts operated in accordance with approved mandate and Financial Regulations.	L 1	L 1	L 1
8	Integrity of computer held records and documents	Procedures in place for backup via cloud and older documents retained by CC Archive.	M 2	M 2	M 4
	<b>Description of risk</b>	<b>Control measures</b>	<b>I</b>	<b>P</b>	<b>RR</b>
9	Keeping proper financial records in accordance with statutory requirements	Bank statements regularly reconciled to cash book. All receipts and payments approved by the Council and recorded in the minutes. Financial Regulations reviewed, updated and adopted annually as a minimum.	H 3	L 1	M 3
10	Ensuring all business activities are within legal powers applicable to the council	Advice sought from Monitoring Officer and/or professional bodies if in doubt.	H 3	M 2	H 6
11	Ensuring all requirements are met under employment law	Job description and Conditions of Employment issued and reviewed annually.	M 2	M 2	M 4
12	Ensuring all requirements are met under Revenue and Customs regulations	Payroll records maintained and annual return delivered on time. VAT recorded and claimed only on invoices addressed to the Council.	M 2	M 2	M 4

13	Ensuring adequacy of the annual precept within sound budgeting arrangements	Precept request derived from budget approved by the Council following specific discussion of annual requirements.	M 2	M 2	M 4
14	Proper, timely and accurate reporting of council business in the minutes	Draft minutes circulated to Councillors before the next council meeting and verified and/or amended. Minutes paginated with a signed master copy kept in safekeeping.	H 3	L 1	M 3
15	Register of Members' Interests and Gifts and Hospitality in place, complete and up to date.	Register completed on Councillors' appointment and lodged with CC. Register reviewed annually thereafter and when a change of circumstances occurs.	M 2	L 1	L 2
16	Long term absence of Clerk	Arrangements to make password access available to Chairman of the Council. Chairman to contact CALC for advice on appointment of Interim Clerk.	M 2	L 1	L 2
17	Contract disputes	Increase insurance cover. Obtain advice from the Council's legal adviser.	M 2	L 1	L 2
18	Unable to recruit a new Clerk	Chairman to contact CALC for advice on appointment of Interim Clerk, pending re-advertisement.	M 2	L 1	L 2

Chairman:

Adopted 13.05.25 Item 17  
Review May 2026