WRITTLE PARISH COUNCIL
RISK MANAGEMENT SCHEDULE

This risk management schedule is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the council to identify any potential risks inherent in the place or practices. Based on a recorded assessment the council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. All councillors and employees are made aware of the results of the risk assessment.

This document has been produced to enable Writtle Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them. The council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT				
Subject	**Risk(s) identified**	**H/M/L**	**Management/Control of risk**	**Review/Assess/Revise**
Council records	Loss through theft, fire, damage	L	Some older records are retained at the County Record Office. Papers, less than 10 years old, are stored in locked filing cabinets in the Parish Office and current legal documents have been scanned and held online. Historical documents are being scanned.	Damage or theft is unlikely and so provision adequate.
Council records (electronic)	Loss through damage, fire, corruption of computer	L	The Parish Council's electronic records are stored on the council's share drive, stored on the cloud. Adequate anti-viral	Review when necessary.

			protection is provided by the council's IT contractor.	
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance.	L	All files and recent records are kept in the Parish Office. In the event of the Clerk being indisposed, the Chairman to contact the Asst Clerk or Asst Financial Officer.	Review when necessary.
FINANCE				
Subject	**Risk(s) identified**	**H/M/L**	**Management/Control of risk**	**Review/Assess/Revise**
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken prior to the policy renewal date. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate. Review insurance provision and compliance annually.
Precept	Adequacy of precept	L/M	Sound budgeting to underline annual precept. The Parish Council regularly receives budget update information and detailed budgets in the late autumn. The precept/budget is an agenda item at the November Executive & Finance Committee meeting	Existing procedure adequate.
Banking	Inadequate checks	L	The council has Financial Regulations which set out the requirements for banking, payments and reconciliation of accounts. Monthly the balances held at a major UK clearing bank are reviewed and each item is confirmed.	Existing procedures adequate. Review Financial Regulations as necessary.
Best value accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, where possible, up to three	Existing procedure adequate.

			quotations for any substantial work required to be undertaken or goods being purchased. For major contract services, formal competitive tenders would be sought.	
Cash	Loss through theft or dishonesty	L	The council has no petty cash or float. Transactions are made or paid by cheque, Bank Transfer, Credit Card or Pre-paid card. Cash is sometimes taken for payment of allotment or office rent and receipts are issued.	Existing procedures adequate.
Financial controls and records	Inadequate checks	L	A budget monitoring statement is produced and approved at each Parish Council meeting. This includes details of receipts, payments and bank reconciliation statement. Two signatories sign off payment schedule of invoices. The majority of payments are made by Bank Transfer. All supporting documents available in every case. Invoices received are all internally sequentially numbered. Receipts and payments are reviewed and subject to an interim and end of year audit by an independentinternal auditor. Internal auditor appointed every 3 years. Review of effectiveness of audit carried out. Annual external audit. Quarterly verification of bank reconciliations by councillor (not cheque signatory).	Existing procedures adequate. Financial Regulations and Standing Orders in place and reviewed annually.

Clerk	Loss of clerk Fraud Actions undertaken	L L L	The current Clerk is CiLCA qualified and holds the Certificate of Higher Education in Community Governance. The Asst Clerk is also CiLCA qualified. Clerk is also the Responsible Financial Officer. The requirements of Fidelity Insurance must be adhered to. Clerk, Asst Clerk and Asst Financial Officer have been provided with relevant training, reference books, access to assistance and legal advice.	Include in financial statement when setting the precept. Purchase revised reference books. Membership of SLCC
Staff	Salary paid incorrectly	L	Council approves salary rates annually. Employees provide a monthly timesheet and external payroll company produces salary slips and details to HMRC. This schedule of payments is inspected and approved at each Council meeting. Each member of staff has a written contract of employment.	Monitor working conditions and hours of work. Existing procedure adequate.
VAT	Re-claiming/charging	L	The council has Financial Regulations which set out the requirements.	VAT is claimed quarterly through Making Tax Digital.
Annual return	Not submitted within time limits	L	Annual return is submitted to the Internal Auditor for completion and then agreed/ signed by the Council, then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.

Election Costs	Risk of election cost	L/M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund is held in an ear marked reserve.	Include in financial statement when setting precept.
Data Protection	Policy provision	L	The council is registered with the Data Protection Agency and the Clerk has attended courses on the new Data Protection regulations.	Ensure annual review of registration.
Freedom of Information Act	Policy provision	L	The council has a model publication scheme for local councils in place.	Monitor and report and impacts made under the Freedom of Information Act.
LIABILITY				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
Minutes/Agendas/ Statutory documents	Accuracy and legality Non-compliance with statutory requirements	L	Minutes and agendas are produced by the Clerk and Asst Clerk and adhere to legal requirements. Minutes are approved and signed at the following meeting and displayed according to legal requirements. Business conducted at council meetings should be managed by the Chair.	Existing procedures adequate. Undertake adequate training. Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken.	Existing procedures adequate. Ensure robustness of insurance provider.
Employer Liability	Non-compliance with employment law	L	Undertake adequate training	Existing procedures adequate.

Legal Liability	Legality of activities Proper and timely reporting via minutes Proper document control Compliance with Transparency Code	M L L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings. Record Retention Policy in place. Clerk to stay up to date with legislative changes.	Existing procedures adequate. Existing procedures adequate. Existing procedures adequate. Existing procedures adequate.
COUNCILLORS PROPRIETY				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**
Members Interests	Conflict of interest	L/M	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interests form to be reviewed at least on an annual basis. In an election year, the form is sent within 28 days of councillors being elected. Chelmsford City Council is advised if any arise. Chelmsford City Council Code of Conduct Training required to be undertaken by all Councillors.	Existing procedures adequate. Members to take responsibility to update their register and attend training.
ASSETS				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review/Assess/Revise**

Assets	Loss or Damage Risk/damage to third party(ies)/property.	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions. Up to date health and safety documentation is requested from parish owned buildings run by 3rd parties (WSSC and Beryl Platt Centre) and buildings on parish council land.	Asset register to be updated annually.
Street Furniture/Dog Bins/Litter Bins/Bus Shelters	Loss or Damage Risk/damage to third party(ies)/property	L	A review of assets undertaken periodically, but at least annually for insurance provision and maintenance. All repairs and relevant expenditure for these are actioned in accordance with the relevant procedures.	Ensure inspections are carried out.
Notice Boards	Loss or Damage Risk/damage to third party(ies)/property	L	Parish Council has three noticeboards. Keys held in the Parish Office. Regular monthly inspections by the Clerk/Asst Clerk when displaying notices for meetings. Any repairs/maintenance requirements brought to the attention of the Parish Council.	Ensure inspections are carried out.
Office equipment	Loss or damage	L	Parish Council has various furniture in the Parish Office. A review of assets undertaken periodically, but at least annually for insurance provision and maintenance.	Ensure inspections are carried out.
Play equipment	Damage or injury to children	M	Weekly inspections of play equipment at Paradise Road and the Oxney Park with checklist updated and filed for future reference. Annual inspection carried out by independent specialist.	Ensure inspections are carried out.

Litter and broken glass within Parish boundary	Injury to people	M	Regular cleaning of streets and bins to ensure cleanliness and safety	Ensure cleaning is carried out.
Tools and equipment in Parish Barn	Loss or Damage Injury to Handyman	L/M L/M	Review of barn to check for potential health and safety hazards.	Ensure reviews are carried out.
Parish Office	Injury to Staff /Councillors/Visitors to Parish Council Office	L	The Parish Council meetings are held at the Parish Office. The premises and facilities are considered to be adequate for the staff, councillors and public who attend from a health and safety view. Risk assessments as and when required, or at least annually.	Ensure reviews are carried out

Last Reviewed on 22 April 2026