Ollerton & Boughton Town Council

Risk Assessment Policy

1 Statement

The Council accepts its responsibility for risk management, appropriate to its scale and operations, and taking account of best practice as embodied in 'Governance and Accountability for Local Councils, a Practitioner's Guide (England) 2025

2 Key Risks

The key risks faced by the Council are:-

2.1 Acting illegally.
2.2 Acting in a way that damages the Council's reputation and ability to achieve desired targets.
2.3 Third party claims (including injury to staff).
2.4 Theft or fraud by external persons, staff, associated persons (including Councillors); acting individually or in collusion.
2.5 Default of debtors.
2.6 Loss/reduction in value of investments and cash deposits.
2.7 Damage/loss through fire and external events.
2.8 Incorrect accounting and budgetary control.
2.9 Incorrect application of financial and other related legislation (e.g. VAT, HMRC)
2.10 Waste and lack of value for money
2.11 Destruction or loss of statutory/key records.

3 Key Documents

3.1 Standing Orders
3.2 Financial Regulations.
3.3 Governance and Accountability for Local Councils, a Practitioner's Guide (England)
3.4 Insurance Policies
3.5 Investment of Funds Policy
3.6 Complaints Procedure
3.7 Staff Employment Handbook
3.8 Asset Register
3.9 Inspection Records – Play equipment; electrical equipment and installations; fire alarms and fire fighting equipment.
3.10 Risk Assessments File – Ground Staff Operations; Admin Staff Operations; Buildings and Recreation Areas; Miscellaneous
3.11 Equal Opportunities Policy
3.12 Freedom of Information Act as adopted by Council
3.13 Members' Code of Conduct as adopted by Council
3.14 Health & Safety Policy
3.15 Members Handbook
3.16 Members Declarations of Interests

Created	Version	Adopted	Reviewed
2nd December 2015	1	2nd December 2015	10th June 2026

4 Key Processes

4.1 The appointment of a suitably qualified internal auditor.
4.2 Adherence to the declarations and principles of the Annual Return.
4.3 Proper maintenance of equipment.
4.4 Staff awareness and training.
4.5 Taking advice from external bodies e.g. NSDC, NCC, NALC, Professional Bodies and the Clerk as appropriate.
4.6 Maintenance of accurate and accessible finance/payroll/budget systems and records.
4.7 Provision of secure storage for documents

5 Annual Audit of Financial Risks

5.1 The Council will appoint a suitably qualified auditor each year in time for the work to be carried out during the third quarter of the financial year. Results and recommendations will be reported in writing to the Finance and Audit Committee.
5.2 The overall scope of the audit is given in the attached document 'Risk Assessment-Detailed Process'.

6 General Responsibility

6.1 Where any Councillor or member of staff has reason to believe that the Council faces any risk per the contents of this policy, it is their duty to report such concern to both the Chairman of the Council and the Chairman of the Finance and Audit Committee at the earliest opportunity.
6.2 Any concerns of risk and probity expressed to any Councillor or member of staff by the public or any other source must similarly be passed on to both the Chairman of the Council and the Chairman of the Finance and Audit Committee at the earliest opportunity.
6.3 All concerns are to be treated with due gravitas and without recrimination towards the person reporting the concern.

7 Review

Risk assessment policy and procedures will be reviewed each year by the December meeting of the Finance and Audit Committee, with the recommendations to the subsequent meeting of the Full Council.

8 Attachments

Risk Matrix
Risk Assessment – detailed process