ALVECHURCH PARISH COUNCIL: RISK MANAGEMENT

(Level: L= Low Risk, M = Medium Risk, H = High Risk) **Reviewed Feb 2026**

Area	Risk	RAG Indicator Level	Mitigation / Control Measures Implemented
Assets	Protection of physical assets	**M**	Buildings insured. **Value increased annually by RPI.** Annual physical verification of assets.
	Security of buildings, equipment etc	**H**	Regular checks by staff/reports from public investigation **PAT testing.** Alarms fitted and other security measures.
	Maintenance of buildings etc	**M**	Buildings currently leased/maintained on an ad hoc basis. **Planned programme of electrical and safety/fire inspections implemented.**
Finance	Banking	**M**	Addressed weekly or £200 trigger Cash banked locally – Lloyds TSB
	Risk of consequential loss of income	**M**	Insurance cover does not cover loss of income/ relocating office; however, important documents/computer records are backed-up daily by 'off-site' by I.T technical support.
	Loss of cash through theft or dishonesty	**H**	Receipts issued. Insurance provision for theft/fidelity. 'In-house' internal controls checked by Members on a quarterly basis. Year End Internal Audit and External Audits by independent persons undertaken
	Financial controls and records	**M**	Monthly reconciliation Payment Schedule/Bank Statement presented to Full Council for approval. All expenditure requires two councillor and Clerks signature (cheques/Debit & Electronic payments etc). All electronic payments (including salaries via BACS) correctly approved/authorised by two signatories plus Clerk (RFO) in advance of payment being made. Half yearly and annual Internal Audit and EOY Independent External Audit.
	Comply with Customs and Excise Regulations	**H**	Use help line when necessary. VAT payments and claims calculated /Submitted every 6 months. Internal and External auditors have confirmed good accounting practice are in place.
	Sound budgeting to underlie annual precept	**M**	All Committee's receive detailed budgets in the late autumn. DRAFT budget presented to Full Council for approval, Precept derived directly from this information and considered/approved by Full Council. Expenditure against budget reported to Finance Committee/Council quarterly. Variances against budget reported to Full Council.
	Complying with borrowing restrictions	**L**	PWL current re Footway Lighting upgrade. No new borrowing likely at present

Area	Risk	RAG Indicator Level	Mitigation / Control Measures Implemented
Liability	Risk to third party, property or individuals / Reputational Risk	**M**	Insurance in place. Open spaces and Play Areas checked weekly by competent, trained person and by ROSPA annually. Trees investigated when damage reported/Tree Inspection under review *(Owner/Occupiers Liability Act).* Risk assessments of individual events such as Christmas lights/Community Day - conducted out as necessary**.** Work Place Risk Assessments conducted as appropriate Training Matrix /refresher training provided to Members/employees as appropriate.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park)	**H**	Insurance in place (Reviewed at least annually) New equipment added adhoc. Weekly checks of playgrounds/open spaces and written records kept. - ROSPA also carry out Risk Assessments of playgrounds
Employer Liability	Comply with Employment Law	**M**	Membership of various national and regional bodies including Employees Organisation Employer/Employee updates forwarded by SLCC. Clerk is member of SLCC (Fellowship Level) and SIIRSM (NEBOSH Trained) Council Member of County Association - WALC
	Comply with Inland Revenue requirements	**M**	Regular advice from DCK Payroll Consultant. Internal and external auditor carries out half yearly/annual checks.
	Safety of Staff and visitors	**M**	Work Station Risk Assessment conducted annually H&S Policies/RAs - on-going/Reviewed at least annually. Staff training in H&S (i.e Fire Marshall, First Aid, IOSH *(NEBOSH)*) **Employee panic alarms fitted. Main door kept locked, public knock for assistance.**
Legal Liability	Ensuring activities are within legal powers	**H**	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary – WALC/NALC/SLCC etc.
	Proper and timely reporting via the Minutes	**M**	Full Council meets monthly and approves prior month's meeting Minutes. Committee Meeting Minutes are approved at the following relevant committee meeting. Minutes are made available to press and public via the website - Minutes & Agendas, Alvechurch Parish Council, hard copies are also available upon request.
	Proper document control	**M**	All originals documents filed (electronically or in fireproof cabinet) Financial Accounts kept for 7 (6 years plus current year). Insurance Docs kept indefinitely. Strong Box kept for confidential/personnel records. ***Documents destroyed in line with legislative guidance***
	GDPR	**H**	Council to ensure in remains GDPR complaint/Policy to address any breach. All personal data retention to have been correctly authorised/approved or destroyed.
Councillors propriety	Registers of Interests and gifts and hospitality in place	**H**	Register of interest completed (as appropriate). Declaration of Interests - Agenda Item each meeting.

Document History and review: Originally Adopted by Full Council at the ACM May 2023

Reviewed – By F&S Committee Annually and then considered/adopted by Full Council Annually (see relevant Full Council Minutes)