



Cayton Parish Council

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Risk Assessment Form

Whole Council Risk Assessment		Date: 15/09/2026	Completed By: Full Council		
Risk Assessment:	"The purpose of this risk assessment is to identify and manage risks that may affect the Council's ability to deliver services, meet its legal obligations and achieve its objectives. The Council recognises that risk cannot be eliminated entirely. However, appropriate controls can reduce the likelihood and impact of adverse events. This assessment enables the Council to identify significant risks, review existing controls and ensure that reasonable steps have been taken to protect its people, assets, finances, information and reputation. In carrying out this assessment, the Council has: - Identified areas and activities to be reviewed. - Identified potential risks. - Assessed the likelihood and impact of those risks. - Reviewed existing control measures. - Identified any further actions required. - Arranged for ongoing monitoring and review.			Reference No:	RA05
Who was Consulted:		Councillors			

RISKS	RISK RATING		CONTROL MEASURES	
List significant hazards and how people may be harmed	Persons at risk	Risk	Actions to prevent risk or note where more information may be found	Actions if Risk Occurs & By Whom
Financial Loss - loss of money through error, poor financial	Council, taxpayers	4 (2x2)	Annual budget and precept approved by Full Council.	

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management, unexpected expenditure or loss of income.			- Financial Regulations and Standing Orders in place and reviewed regularly. - All payments authorised in accordance with Council procedures. - Bank reconciliations completed and reviewed regularly. - Internal and External Audit arrangements in place. - Adequate insurance cover maintained. - Reserves monitored and reviewed annually.	- Clerk/RFO to report financial loss immediately to the Council. - Investigate cause and implement corrective action. - Notify insurer, auditor or police where appropriate. - Review financial controls and procedures.
Security / Fraud / Theft - fraud, theft, embezzlement or misuse of Council assets, funds or information.	Council, taxpayers	4 (2x2)	- Separation of duties maintained where practicable. - Bank accounts protected by secure authorisation arrangements. - Financial transactions subject to Council approval and review. - Assets recorded on an Asset Register. - Staff and councillors comply with the Code of Conduct, Financial Regulations and Anti-Fraud arrangements. - Personal and financial information stored securely.	- Clerk/RFO to secure records and report incident immediately. - Report suspected criminal activity to the police. - Notify insurer and relevant authorities where required. - Review controls and implement improvements.
Property Damage - damage to Council buildings, land, equipment or other assets.	Council, public	4 (2x2)	Asset Register maintained and reviewed annually.	Clerk to arrange inspection and make safe where required.

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			• Suitable insurance cover in place. • Regular inspections of Council assets undertaken. • Defects reported and remedial action arranged where necessary. • Contractors used where specialist work is required.	• Notify insurer and relevant authorities if necessary. • Arrange repairs or replacement. • Review inspection and maintenance arrangements.
Legal / Compliance - breach of legislation, regulations or Council procedures resulting in enforcement action or legal challenge.	Council, councillors, staff	4 (2x2)	• Clerk obtains professional advice where required. • Standing Orders, Financial Regulations and policies reviewed regularly. • Members, volunteers and employees undertake appropriate training. • Decisions made by properly constituted meetings and recorded in minutes. • Council complies with statutory requirements including data protection, employment and local government legislation.	• Clerk to obtain legal advice where appropriate. • Council to take corrective action as soon as practicable. • Report matter to insurer if a claim is anticipated. • Review policies, procedures and training requirements.
IT Systems and Data - failure of IT systems, cyber attack, loss of data or inappropriate use of Council systems.	Council, service users	4 (2x2)	• Password protection and secure access controls in place. • Data backed up regularly. • Anti-virus and security software maintained. • Councillors, volunteers and staff provided with appropriate guidance.	• Clerk to assess impact and restore systems where possible. • Report data breaches in accordance with Council procedures. • Notify ICO where required.

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			• Data Protection Policy and retention arrangements in place. • Cloud services used where appropriate to support business continuity.	• Review security measures and implement improvements.
Reputational Damage - actions, decisions or communications that could adversely affect public confidence in the Council.	Council	4 (2x2)	• Council business conducted openly and transparently. • Code of Conduct adopted and complied with. • Complaints procedure in place. • Communications issued through authorised Council channels. • Accurate records and minutes maintained. • Councillors and staff receive appropriate training and guidance.	• Correct inaccurate information where appropriate. • Follow complaints or disciplinary procedures where required. • Review procedures and lessons learned.
Governance and Delegation - unclear roles, inappropriate involvement in operational matters, failure to comply with the Council's Scheme of Delegation, Standing Orders or statutory responsibilities.	Council, councillors, employees	4 (2x2)	• Standing Orders, Financial Regulations in place with delegated powers. • Clear distinction maintained between the strategic role of councillors and the operational role of employees. • Councillors act collectively through properly constituted Council and committee meetings. • Day-to-day management delegated to the Clerk and other authorised officers within approved limits.	• Chair to intervene where member conduct or governance arrangements create concerns. • Clerk and Chair to clarify roles and responsibilities. • Training to be arranged where appropriate. • Adopt a Scheme of Delegation.

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			• Individual councillors must not direct, supervise or instruct employees. • All members receive induction and ongoing training regarding their roles and responsibilities. • Clerk empowered to exercise delegated authority in accordance with Council policies and resolutions. • Regular review of workloads, responsibilities and governance arrangements. • Advice sought from professional bodies where required. • Code of Conduct adopted and followed by all members.	• Council to review delegated powers and governance arrangements. • Formal procedures to be followed where standards, conduct or employment issues arise.
Loss of Key Staff - absence, resignation or inability of key personnel to carry out their duties.	Council	6 (3x2)	• Roles, responsibilities and key procedures documented and regularly reviewed. • Clerk authorised to make routine operational decisions within delegated authority. • Councillors do not undertake employee management functions beyond their authorised role. • Adequate resources provided including sufficient time, equipment, software and administrative support. • Workloads monitored regularly by the Personnel Committee.	• Chair to implement Business Continuity arrangements. • Reallocate duties to suitably competent staff, councillors or temporary support where appropriate. • Obtain locum clerk support if required. • Review workload, priorities and deadlines.

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			• Positive approach to stress management and staff wellbeing. • Flexible working and home working arrangements available where appropriate. • Overtime monitored and reviewed regularly to identify workload pressures. • Staff should not normally be expected to personally purchase significant items on behalf of the Council. • Adequate training budget provided and reviewed annually. • Training approval arrangements proportionate and not unnecessarily restrictive. • Encouragement and support provided for professional development. • Opportunities provided for networking with other clerks, principal authorities, partner organisations and professional bodies. • Buddying, mentoring and mutual support arrangements established with neighbouring clerks where practicable.	• Consider authorising temporary additional hours to maintain essential services. • Where overtime becomes routine, contracted hours to be increased on a permanent basis. • Review staffing structure and resource requirements. • Consider additional training, support, mentoring, paid time off for medical appointments or wellbeing measures. • Recruit replacement staff as soon as reasonably practicable. • Review lessons learned and update risk assessments, policies and continuity arrangement

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			• Important records, passwords and procedures securely stored and accessible to authorised persons. • Business Continuity Plan maintained and reviewed. • Salary, benefits and terms and conditions reviewed periodically to remain competitive and support retention. • Professional memberships maintained where appropriate. • Sufficient annual leave encouraged and monitored to reduce the risk of burnout.	

Linked Policies / Procedures

Volunteer Hub
- Health & Safety Policy - Data Protection

			LIKELIHOOD		
			VERY LIKELY	POSSIBLE	UNLIKLEY
			3	2	1
SEVERITY	MAJOR INJURY	3	9	6	3
	MINOR INJURY	2	6	4	2
	TRIVIAL	1	3	2	1

Review

		Name/Approval	Date	Comments
Review	Review Conducted by:	Full Council	15/09/2026	Accepted and Adopted
	Review Conducted by:			
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