

OPC RISK MANAGEMENT PLAN

Orston Parish Council is responsible for putting in place arrangements for the management of risk. The Clerk with the Chair shall prepare, for approval by the council, risk management policy and assessment in respect of all activities of the council. Risk policy statements and consequential risk management arrangements, shall be reviewed by the Council annually.

When initiating any new activity, the Council shall enable a risk assessment including risk management proposals for adoption.

The greatest risk facing the council is not being able to deliver the activity or services expected by village residents

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

The following main points have been followed and the register constructed accordingly.

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Review, assess and revise if required.

Points and areas identified are in the tables that follow and assessed and recorded accordingly:

Updated April 2026

Signed Date 29th April 2026



Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	Business Continuity Plan to be agreed and reviewed annually.	Annual Review
Precept Determination	Fit for purpose	L	Councillors receive monthly statements of how the accounts are performing against budget. Figures are displayed in monetary and percentage terms. This provides simple analysis and tracking and when budgets are formed (November) the RFO works with colleagues to determine the budget for the next year. In January the precept calculations are received and the budget finalised	Review processes at year end (March)
Precept Income	Income not received from RBC or reduced from January's projected amounts	L	Reserves value is one years operating cost as a minimum.	Review regularly
Financial Transactions	Financial irregularities	L	The Council has Financial Regulations, which set out requirements for banking, cheques and reconciliation of accounts. Two Councillor signatures required per cheque. RFO checks bank statements monthly against approved expenditure for internet banking purposes	Process review annually.

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Annual Return	Completed and submitted in time limits	L	Annual Return is completed and submitted to the internal auditor for checking. Approved by Council and signed before sending to the External Auditor within time limit.	Existing procedures adequate
Agendas, Minutes & significant reports	Accuracy & legality	L	Minutes and agenda are produced by the Clerk to defined standards and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements as a minimum. Council meetings managed by a Chairman.	Review annually
Members interests	Conflict of Interests and register of Interests	M	Standing Orders require declaration of interests at each Parish Council meeting by members. Register of Members Interest in the public domain and should be reviewed regularly by Councillors	Existing procedures are adequate.
Insurance	Meets needs and competitive	L	Reviewed annually prior to policy renewal. All associated liability covered. Policy updated as new assets added. Volunteer cover adequate and current.	Maintain record and review annually.

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Street Furniture	Risk of Damage or injury to third parties. Location suitability	L	Street furniture covered by insurance policy and inspected regularly by Councillors. Maintenance needs recorded through Risk analysis.	Communication Plan and Use of Social Media

Council Records	Loss through fire or theft or computer failure	L	Electronic records held in more than one location	Review regularly
Lack of Training or time to undertake the role of the PC	Inadequate knowledge or specialist ability may lead to poor decisions	L	Adequate training budget available. Encourage training and attendance at meetings with others for Councillors and staff	Maintain a training record and review annually.