

General Risk Assessment 2024-25

Adopted 10th March 2025

Risk	Probability	Severity	Management
Substantial drop in income			
Delay in precept being paid by Cornwall Council	L	H	Clerk to check amounts received into the Council's bank account and notify Chair if more than 7 days later than expected. General reserves of 3-9 months expenditure to be held.
Change in agency rate for cutting footpaths	H	L	Ensure that all contracts are flexible and footpath cutting schedules can be adapted to meet changes in cutting requirements. Follow financial regulations on seeking quotes and best value. Seek fixed price for several years where applicable.
Total loss of income from footpath trimming	H	L	Flexible contracts should allow for this eventuality should it arise, which may require cutting to be ceased or severely curtailed. Reserves to be built to ease impact.
Fraudulent diversion of income	L	H	Finance Committee members to review bank statements via online access at least once a quarter. Appropriate insurance in place.
Substantial rise in expenditure			
Large increase in cost of footpath trimming	M	L	A flexible contract should be in place to allow the prioritisation of path schedules in order to remain within budget
New statutory duties imposed by legislation	L	M	Council to review and produce a draft budget to undertake any new duty that the Council is required to perform.
Large increase in insurance costs	L	L	Council to monitor insurance costs annually and budget accordingly. Quotations and best value to be sought per financial regulations.
Large claim for public or employee liability	L	L	The Council is fully insured for this potential liability and so the only impact is likely to be a potential increase in future premiums.
Large claim for legal liability	L	L	The Council is fully insured.
Need for new computer software or hardware	M	L	The Council should budget via earmarked reserves to replace Council owned computers and associated.
Clerk Long-Term Sickness	L	M	The council to utilise reserves for any locum cover.
Non-compliance with statutory duties			

Not keeping proper financial records	L	H	Council to monitor transaction reports every month. Council to track budget and monitor bank accounts regularly.
Not complying with HMRC requirements on income tax, national insurance and VAT	L	H	The Clerk will endeavour to meet tax reporting requirements at all times and put in place procedures to handle this. Annual internal audit will highlight any issues.
Failing to display public notice of meetings, minutes and availability of accounts for inspection	M	L	Clerk responsible for all public notices and complying with Account and Audit Regulations.
Not compliant with Data Protection requirements	L	M	Council is registered with the Information Commissioner's Office. Ensure annual renewal of registration. Clerk is trained and the Council commits to ongoing training and development.
Not complying with Freedom of Information Act requests	L	L	Timely compliance with any request is the responsibility of the Clerk. Noting that a fee may be charged if the request requires a large amount of work.
Other			
Ensuring the governance requirements are kept up to date with recommended practice.	L	L	The Clerk is kept up to date with information from the NALC, SLCC and CALC. The Standing Orders and the Financial Regulations are reviewed in line with current best practice and the Council approves required changes. The Clerk is a Fellow of the Society of Local Council Clerks.
Loss of Council paper records through theft, fire or damage	L	M	Some paper records are retained at the home of the Clerk, though most are now stored in Kresen Kernow (County Records Office). Electronic archiving is ongoing and appropriate back-ups undertaken.
Loss of Council electronic records through theft, fire or damage	L	H	Records are backed up on remote storage devices and via the Cloud

H=High; M=Medium; L=Low