

CHOBHAM PARISH COUNCIL'S RISK MANAGEMENT STRATEGY

This risk management strategy has been produced to enable Chobham Parish Council (CPC) to assess the risk it faces and satisfy itself that it has taken adequate steps to minimise them. It is a statutory requirement under the Accounts and Audit (England) Regulations 2011 “to establish and maintain a systematic strategy, framework and process for managing risk and putting in place adequate internal controls”. After CPC has identified its key risks, it then assesses the importance of the risks by giving it a risk level, the higher the number the greater the risk level. The risk level is determined by the risk matrix below, which assesses the potential consequence of a risk occurring (impact) and how often this is likely to happen (likelihood). The two values are multiplied together to give a risk level of low, medium and high.

RISK MATRIX

MEDIUM (3)	HIGH (6)	HIGH (9)	Likelihood
LOW (2)	MEDIUM (4)	HIGH (6)	
LOW (1)	LOW (2)	MEDIUM (3)	
Impact			

After the risk levels are assessed, the CPC takes action “to manage the risk in a way which it can justify to a level which is tolerate” according to the statutory requirement under the Accounts and Audit (England) Regulations 2015. The Council endeavours to mitigate the identified risk using various methods. The use of insurance is a very important tool to manage risks as shown in the table below. Finally, the Council accesses whether the existing procedures are adequate and if not to decide on the appropriate course of action. The risk management process does not finish with putting the risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

Reviewed by Chobham Parish Council February 2026
Next review Feb 2027

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Function	Risk Identified	Mitigated Risk	Mitigation/ Controls	Review/Assess
COUNCIL	Accidents and damage from Council action	Low (2)	Public liability insurance -£12m Actions moderated by Council procedure - staff training, bi-annual risk assessments, regular update of policies	Existing procedures adequate.
COUNCIL	Litigation against Council	Low (1)	Legal expenses insurance Regular staff training	Existing procedures adequate
COUNCIL	Injury to employees at work	Low (1)	Employers Liability £10m Actions moderated by Council procedure - staff training, bi-annual risk assessments, regular update of policies	Existing procedures adequate
COUNCIL	Inadequate Insurance	Low (1)	Regular update and review of asset register and insurance policy	Existing procedures adequate
COUNCILLORS	Personal injury	Low (1)	Personal Accident Insurance £50,000 Actions moderated by Council procedure - Councillor training, bi-annual risk assessments, regular update of policies	Existing procedures adequate
COUNCILLORS	Accidental or negligent acts	Low (1)	Official Indemnity Insurance £500,000 – Councillor training	Existing procedures adequate
COUNCILLORS	Libel and slander arising from actions of a Councillor(s)	Low (1)	Libel and Slander Indemnity £500,000 – Councillor training	Existing procedures adequate
COUNCILLORS	Conflict of interest/ member's declaration	Low (1)	Register of member's interest updated regularly, members invited to declare any interests at all meetings, Councillor training	Existing procedures adequate
OFFICERS	Misappropriation of funds	Low (1)	Fidelity Guarantee Insurance £150,000 Internal audit, financial controls.	Existing procedures adequate
OFFICERS	Administrative errors/ statutory requirements not fulfilled	Low (1)	Official indemnity insurance £500,000 Regular training for Officers Internal and external audit	Existing procedures adequate

CLERK/RFO	Financial irregularities/ Inadequate records	Low (1)	Official indemnity insurance £500,000 Council's financial regulations reviewed annually. Internal and external audits. Regular training Clerk	Existing procedure adequate
OFFICERS	Loss of paper records	Low (1)	All records kept in locked filing cabinets. Older records are archived in Surrey History Centre.	Existing procedures adequate
OFFICERS	Loss of computer records	Low (1)	Computers backed up by Officers and hard drive stored off sight	Existing procedures adequate
OFFICERS	Loss of legal documents	Low (1)	Kept in fire proof box in locked office Copies kept electronically	Existing procedures adequate
PUBLIC	Accidents from, damage and theft to all Council property	Low (1)	Public liability £12m Hirers liability £5m Property damage indemnity all risks (including theft) £750,000 Council assets reviewed regularly for insurance purposes. Property revaluated 2018.	Existing procedures adequate
PUBLIC	Accidents from use of play equipment	Low (2)	Public liability £12m, annual professional inspection Monthly inspection by maintenance contractor	Existing procedures adequate
PUBLIC	Accidents from use of AWS	Low (2)	Public liability £12m, annual professional inspection and cleaned Weekly sweeping of pitch by contractor	Existing procedures adequate
PUBLIC	Accidents from street furniture - benches, notice boards, telephone kiosk, wooden shelters	Low (1)	Public liability £12m, any damage or faults reported are dealt with immediately. Risk assessments carried out biannually.	Existing procedures adequate
PUBLIC	Accidents from, damage, theft to War Memorial and Cannon	Low (1)	Public liability £12m, regularly inspected	Existing procedures adequate

