

WHISSONSETT PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT POLICY

Approved: 11th March 2024

Review Schedule: Annually

Whissonsett Parish Council carries out an annual assessment of the risks it is exposed to and identifies any actions it considers necessary to minimise those risks.

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and the Council may consider other risks not identified.

TOPIC	RISK IDENTIFIED	RISK LEVEL H/M/L	MANAGEMENT OF RISK	ACTION
PRECEPT	Not submitted to Breckland	L	Full Minute – RFO follow up	Existing procedure adequate.
	Not received from Breckland	L	RFO confirms receipt	
	Adequacy of precept	M	Review of budget (including actual & anticipated) at each meeting.	
OTHER INCOME	Cash handling – loss through theft or dishonesty.	L	Cash handling is avoided but where necessary appropriate controls are in place.	Existing procedure adequate.
	Cash banking	L	Check to bank statement. Regular bank reconciliations.	
	From Allotments	M	Check allotment register to invoices.	Existing procedure adequate.
GRANTS - RECEIVABLE	Claims Procedure	M	Clerk/RFO check as required.	Existing procedure adequate.
	Receipt of grant when due	M	Clerk/RFO check as required.	
GRANTS – PAYABLE	Expenditure not approved/illegal	L	All expenditure minuted. General Power of Competence adopted, renewed at Annual Meeting.	Existing procedure adequate.
SALARIES	Salary/hours/rate paid incorrectly.	L	Council authorises salary rate (using approved scale) – reviewed annually.	Existing procedure adequate.

	Unpaid or incorrect deductions – NI & PAYE	L	All calculations made using BASIC PAYE TOOLS programme – linked to HMRC. Reported and approved at council meetings.	Existing procedure adequate.
DIRECT COSTS, OVERHEAD EXPENSES & DEBTS	Goods not supplied but billed.	L	Procedure set out in Financial Regulations.	Existing procedure adequate.
	Invoice incorrectly calculated or recorded.	L	Reported and approved at council meetings.	
	Cheque payable incorrect.	L	Both signatories make checks and initials stub and invoice.	
	Unpaid invoices.	L	Pursued by Clerk and reported to Council.	
ELECTION COSTS	Risk of an election cost.	L/M	Risk higher in election year. When due Clerk will obtain estimate of costs for both full and uncontested elections. Reserves held are likely to be adequate but will be included in budget.	Existing procedure adequate.
VAT	Re-claiming/charging.	L	Procedure set out in Financial Regulations.	Existing procedure adequate.
REPORTING & AUDITING	Information communication.	L	Financial statement which includes bank reconciliation and comparison to budget is produced at each council meeting for approval.	Existing procedure adequate.
	Compliance.	L	Council should regularly audit internally to comply with the Fidelity Guarantee.	
RESERVES – EARMARKED	Adequacy	L	Consider at budget and review of final accounts.	Existing procedure adequate.
ASSETS	Loss, Damage etc.	M	Regular inspections and insurance cover reviewed annually and, if necessary, at other times.	Existing procedure adequate.
	Risk or damage to third party, property or individuals.	M	Review adequacy of Public Liability Insurance.	
STAFF	Loss of key personnel (Clerk).	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	Existing procedure adequate.

			Role would be advertised and another appointment made. Locum can be appointed in meantime.	
	Fraud by staff.	L	Fidelity Guarantee requirements adhered to.	
	Actions undertaken by staff.	L	Provide Clerk with full training, reference books, access to assistance and legal advice (NALC/NPTS/SLCC).	
LOSS	Consequential loss due to critical damage or third party performance.	L	Review annually adequacy of insurance cover.	Existing procedure adequate.
MAINTENANCE	Reduced value of assets or amenities – loss of income or performance.	M	Regularly inspected, maintenance carried out if required. All assets are insured and reviewed annually.	Existing procedure adequate.
	Risk to third parties.	M	All public access areas are inspected regularly by parish councillors.	
FINANCIAL RECORDS	Inadequate records.	L	Financial Regulations in place – reviewed annually. Internal audit review.	Existing procedure adequate.
	Financial irregularities.	L	Records subject to regular monitoring, internal and external audit.	
MINUTES, AGENDAS, NOTICES & OTHER STATUTORY DOCUMENTS	Accurate and legal.	L	Produced by Clerk and adhere to legal requirements. Minutes approved and signed at next council meeting. Minutes and agenda are displayed accordingly to legal requirements.	Existing procedure adequate.
	Business Conduct.		Business conducted at council meetings should be managed by the Chair.	
COUNCILLORS INTERESTS	Conflict of interest.	M	Declarations of interest to be documented/minuted and any conflict addressed as set out in Standing Orders.	Existing procedure adequate.
	Register of Members Interests.	L	Councillors have responsibility of updating their register (notify Clerk).	
COUNCILLORS ALLOWANCES	Councillors overpaid - income tax deduction.	L	No allowances are paid to parish councillors.	N/A.

INSURANCE	Public Liability (statutory)	L	Annual review carried out (before date of renewal).	Existing procedure adequate.
	Employers Liability (statutory)	L		
	Money	L	Ensure compliance measures are in place.	
	Fidelity Guarantee	L		
	Property	L		
	Loss of revenue	L	Ensure Fidelity checks are in place.	
	Officials Indemnity	L		
	Libel and Slander	L		
	Personal Accident	L		
BEST VALUE ACCOUNTABILITY	Work awarded incorrectly.	L	Where possible, seek more than one quotation, as set out in Financial Regulations.	Existing procedure adequate.
	Overspend on services.	L	Clerk to investigate and report to Council.	
LEGAL POWERS	Illegal activity or payments.	L	All activity and payments within the powers of the Parish council – to be resolved and minutes at Parish Council meetings.	Existing procedure adequate.
DATA PROTECTION	Policy & Provision.	L	The Council is registered with the Information Commissioners Office – renewed annually.	Existing procedure adequate.
FREEDOM OF INFORMATION ACT	Policy & Provision	L	The Council has a model publication scheme for Local Councils in place. No requests to date, however, a request can require many hours of additional work for the Clerk. All requests reported to the Council.	Existing procedure adequate.
CODE OF CONDUCT	Failure to comply and thus be reported to the Standards Committee.	L	All new councillors are supplied with a copy of the Code of Conduct, Standing Orders and Financial Regulations.	Existing procedure adequate.
GENERAL COMPLIANCE WITH LAW AND REGULATIONS	Failure to comply.	L	Clerk to be qualified to CILCA level and undertake regular training to keep up to date. All councillors are offered training. Clerk has access to both NALC and SLCC resources.	Existing procedure adequate.

ALLOTMENTS	Increase in net expenditure	M	Review allotment rents annually	Existing procedure adequate.
	Constant annual increase in expenditure combined with empty plots.	L	Consider closing site or discuss alternative funding.	
	Risk/damage/Injury to public due to unsafe areas.	M	Continue regular inspections (monthly) Appropriate insurance cover is in place.	
PLAY AREA & PLAYING FIELD	Loss of use of play equipment.	M	Continue regular inspections. Continue annual inspection by certified engineer. Remove any unsafe equipment from service until repairs are carried out.	Existing procedure adequate.
	Risk/damage/Injury to public due to badly maintained equipment.	M	Continue regular inspections. Regular grass cutting in place. Mole removal when necessary. Appropriate insurance cover is in place.	
	Risk/damage/injury to public due to unkempt area.			
BUS SHELTER	Risk/damage/Injury to public due to unsafe structure.	M	Continue regular inspections. Appropriate insurance cover is in place.	Existing procedure adequate.
	Compliance with smoking legislation.	L	No smoking sign erected.	
VILLAGE SIGN	Risk/damage/Injury to public due to unsafe structure.	M	Continue regular inspections.	Existing procedure adequate.
NOTICE BOARDS	Risk/damage/Injury to public due to unsafe structure.	M	Continue regular inspections.	Existing procedure adequate.
OTHER LAND Small triangle of land on West Side of London Street.	Risk/damage/injury to public due to unkempt area.	M	Continue regular inspections (monthly) Grass cutting as necessary.	Existing procedure adequate.
VILLAGE HALL & BOWLING GREEN	Loss/damage to property/contents. Risk/damage/injury to third parties. Adequacy/Health & Safety.	L/M	The Village Hall & Bowling Green is overseen by a Management Committee who ensure adequate insurance cover is in place, including public liability. The Management Committee report regularly to the Parish Council.	Existing procedure adequate.

TREES (with Council responsibility)	Risk/damage/injury to third parties.	M/H	Continue regulations inspections – Tree Warden twice yearly, Tree Surgeon, as set out in the Tree Policy. Appropriate insurance is in place.	Existing procedure adequate.
STREET FURNITURE	Risk/damage/injury to public due to unsafe structures.	M	Dog Bins, Litter Bins, Salt Bins & Benches – No formal programme of inspections – all reports of faults/damage to council are dealt with. District Council are responsible for emptying Dog and Litter bins. The Council does not spread salt from bins in order to avoid liability from doing so.	Existing procedure adequate.
SAM II Sign	Roadside accidents Lifting Heavy Equipment Risk/damage/injury to public due to unsafe equipment	M	Risk Assessments carried out by Cllr responsible. Personal Protective Equipment Issued. Public Liability Insurance in place.	Existing Procedures adequate.
DEFIBRILLATOR	Defibrillator missing Pads not in date or fit for use Battery out of charge	M	Regular visual check of the unit by Councillors (weekly). Regular maintenance carried out by appointed person – as advised by supplier (including pads, battery etc).	Existing procedure adequate.
VOLUNTEERS (litter picking, cleaning, maintenance etc)	Risk/injury to public due to inadequate health & safety procedures.	M	Risk Assessment carried out prior to each session. Personal Protective Equipment issued where necessary.	Existing procedure adequate.

MEETING LOCATION	Adequacy/Health & Safety	L	All Council meetings are held at the Village Hall which is considered adequate for councillors, clerk and members of the public for health and safety and comfort aspects.	Existing procedure adequate.
COUNCIL RECORDS – PAPER	Loss through theft, fire or damage.	M	All records stored at Clerk's house in metal filing cabinet (not fire proof). Older more historical records are in the Norfolk Record Office. Deeds are in the care of Butcher Andrews.	Existing procedure adequate.
COUNCIL RECORDS – ELECTRONIC	Loss through theft, fire, damage or corruption of computer.	M	Cloud back up of all files are held by the Clerk. Backed up to Hard Drive monthly.	Existing procedure adequate.