

GREAT SNORING PARISH COUNCIL

Clerk: Mrs Joanna Otte, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN tel. 01328 822 366

Email: greatsnoringpc@googlemail.com website: <http://greatsnoringparishcouncil.norfolkparishes.gov.uk/>

Risk Management

The Council is expected to carry out an annual assessment of the risks it is exposed to and identify any actions it considers necessary to minimise those risks, this is also good governance practice. The following table lists the risks involved and recommends necessary actions. The list may not be exhaustive and Members should feel free to consider other risks not identified.

Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low
Insurance cover: new policy through Came and Co with PEN (LTA 2023 - 2026) (excess £250)	Public Liability (statutory)	£10m	low
	Hirers Liability	£5m	low
	Employers Liability (statutory)	£10m	low
	Officials liability	£500,000	low
	Legal Protection	£100,000	low
	Business Interruption	Core cover	medium
	Personal Accident	Core cover	low
	Money and Personal assault	Assault to employees following robbery or attempted robbery (age limit 16 -70) maximum for one incident per person £10,000 per person	low
	Property	Street furniture £7955, playground equipment £46588	medium
	Defibrillator	£5,000	low
	Contents kept at home	£25,000 or 10% of the amount insured for contents whichever is less	Low
	Property away form premises / business equipment (incl in EU)	£5,000	Low
	Items not covered by (property damage) insurance 2 dog bins, 2 x dog management signs, 2 x Village Signs, 2 x grit bins	medium	
Public injury	Public injury on property owned by Parish Council	Continue with regular inspections Public liability insurance maintained.	medium
Payroll and other data	Loss of data on PC due to system fault	Filing boxes etc. used to store documents many of which are also held electronically on the computer which is regularly backed up.	low
Employees	Loss of services of employee	Immediately advertise any vacancy (if permanent loss). Request help from other local parish councils or Norfolk Association of Local Councils to provide temporary cover or employ temporary Clerk.	high
HR	grievance, disciplinary etc.	refer to policies Seek advice from other agencies such as Norfolk Assoc. of Local Councils	low
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue to require two signatures on cheques. Record the initials of the two signatories on cheque stubs.	low
Bank	Reconciliation	Continue bank reconciliation to cash book on receipt of each statement. Chair to confirm balances as reported to Council are as on bank statements.	low
Agency advice	Acting incorrectly	Continue with membership of Norfolk ALC	low

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Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low
Precept	Annual precept not the result of proper detailed consideration Requirements not submitted to the District Council	Council to continue to determine budget in the autumn and complete the relevant form for the District Council.	low
Bank and Banking (including cash)	Inadequate records financial irregularities Inadequate checks Bank mistakes Loss, Charges	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. These are reviewed when necessary. The bank errors would be discovered when the Clerk reconciles the bank accounts once a month and correction would be requested. No petty cash.	low
Quotes, contracts	Non- compliance	Financial Regulation requires at least three quotations where expenditure exceeds £1,000.	low
Legal powers	Illegal actions	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. Clerk to receive regular training and have / undertake CiLCA qualification. The 'Local Council Administration' to be used as reference point. Use of advice from Norfolk ALC, SLCC and Monitoring Officer at NNDC. Solicitor's advice to be taken for specialist projects.	low
Borrowings	non- compliance, inability to repay	Refer to Financial Regulations if required and seek advice	low
Salary and associated costs	Payments not made	Registered with HMRC as employer. Monthly electronic reminders for RFO set up. Respond to reminders from HMRC or Norfolk Pension Fund if payments missed	low
Election Costs	risk of unexpected costs	Adequate funds are ring-fenced and considered with budget	low
VAT	Refunds not claimed	Continue to claim yearly unless amount exceeds £1,000 and if so quarterly. Continue with requirement to report all income to Council.	low
Accounting	Inadequate monitoring of performance	Bank statements confirmed with bank reconciliation reported at Council meetings Nominated councillor to monitor budget and to carry out internal checks.	low
	Non-standard and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts. Continue to carry out internal audit checks.	low
	Non-compliance with statutory deadlines for the completion/ approval/ submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines. Continue to carry out internal audit checks.	low
	Non-compliance with internal audit requirements.	Retain the services of an Internal Auditor. Council to review all internal audit reports.	low
Section 137	Control of 'free' spending allowance	Amounts separately identified in minutes and cash book and annual budget so that cost centre is never exceeded.	low

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Minutes / Agenda / Notices / Statutory Documents	Accuracy and legality	The Council has Standing Orders which set out the requirements. The Council Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting: all pages initialled and signed by Chair of meeting, filed sequentially and kept safe. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair. Councillors adhere to the Code of Conduct.	low
Members interests	Conflict of interest Register of Members interests	The declaring of interests by members at a meeting is an item on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.	low
Document control	Loss of documents	Filing boxes used to store documents many of which are also held electronically on the computer which is regularly backed up.	low
Data Protection	failure to comply	Registered with the ICO (ensure annual registration and review as necessary). Data Protection Policy Data Protection Officer Ensure councillors are adequately trained Maintain information audit for managing personal data Issue privacy statements New projects to refer to GDPR / Data Protection policy	high
Freedom of Information Act	failure to comply	The Council has a model publication scheme for Local Councils in place.	medium
Electors' Rights	Legal liabilities not followed	Notices of meetings and annual audit posted on notice boards and website and accounts freely available annually or on demand. Public speaking session provided at all Parish Council meetings.	low
Transparency Code	Failure to comply	Continue to publish required documentation on website	low
Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low

Updated May 2015, updated May 2016, updated May 2017, updated May 2018, updated May 2019, updated May 2021, updated May 2023