Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, as far as is practically possible.

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

FINANCIAL AND MANAGEMENT				
Subject	**Risk(s) identified**	**H/M/L**	**Management/control of Risk**	**Review/Assess/Revise**
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives quarterly budget reports. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from North Norfolk District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	• Financial irregularities • Inadequate records	L L	The Council adopts Financial Regulations which sets out the requirements for Council and reviews this annually.	Existing procedure adequate.

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Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements and undertakes Quarterly reconciliation.	Existing procedure adequate.
Reporting and auditing	Information communication	L	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	The Council has Financial Regulations which set out requirements for obtaining quotes and tenders.	Existing procedure adequate.
Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	The Council has Financial Regulations which set our requirements and procedures. All salary payments are approved by monthly meeting.	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles.	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate.
Annual Return	Submit within time limits	L	The Annual Return is completed and submitted with the prescribed timeframe by the Clerk.	Existing procedures adequate.

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			Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditorwithin time frame.	
Legal Powers	Illegal activity orpayments	L	All activity and payments within the powers of the Parish Council to be resolved at Council Meetings.	Existing procedures adequate.
Minutes/agendas/ Notices/ Statutory Documents`	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manor by the Clerk andadhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair. Members adhere to Code of Conduct	Existing procedures adequate.
Members interests	Conflict of interests Register of membersinterests	L M	Members take responsibility to update register. Declarations of interest by members at Council meetings. Register of members interests forms reviewed at the Annual Meeting of the Parish Council.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities as necessity and within policies.	Existing procedure adequate.
Data protection	Policy Provision	L	The Council has a Data Protection Policy. The Parish Council is registered with the Information Commissioner's Office annually.	**Action required:** Data Protection Policy Reviewed September 2024

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Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The PC can only request fees for the cost of providing any documents e.g. printing, postage costs etc. not for the cost of additional hours.	**Action required:** Freedom of Information Policy, Model Publication Scheme and FOI Request to be reviewed and approved by Council.
Assets	Loss or damage Risk/damage to third party(ies) property	L L	An annual review of assets is undertaken for insurance provision.	Existing procedures adequate.
Maintenance	Poor performance of assets or amenities Risk of damage	L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate.
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate.
Council records – paper	Loss through: Theft Fire damage	L M	The Parish Council paper records are stored at the home of the Clerk and Village Hall. Records include historical correspondences, minutes, insurance, bank records. The documents are stored in a lockable cabinet.	Existing procedures adequate.
Council records – electronic	Loss through: Theft or Corruption of computer	L	The Parish Council electronic records are stored Online.	Existing procedures adequate.