

## Scarning Parish Council

### Risk Assessment

Scarning Parish Council is responsible for putting in place arrangements for the management of risk in all its activities. The Council aims to take all practical and necessary steps to reduce or eliminate risk in so far as is practically possible. The following document has been produced to enable the Council to assess the risks it faces and to satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk	L/M/H	Management/control of risk	Notes/action
<b>Management &amp; Governance</b>				
Business continuity	The Council cannot function due to the Clerk not being able to carry out duties through illness or leaving without replacement	L/M	If the Clerk cannot carry out duties for more than one month, the Council will consider appointing a locum clerk depending on the circumstances, or a replacement, if appropriate.	
Compliance with Standing Orders, Financial Regulations, Code of Conduct and Acts of Parliament	Lack of knowledge of regulations and codes and policies	L	Ensure the Clerk and councillors have access to relevant documents.	New councillors attend an induction course and are sent the relevant documentation, together with an Introduction to the Parish Council. Existing councillors are offered refresher courses as necessary.
	Lack of adherence to regulations and procedures	L	Reference applicable regulations	

Subject	Risk	L/M/H	Management/control of risk	Notes/action
Employment	Working from home	L	<p>The Clerk complies with employment regulations/checks</p> <p>The Council has a Lone Working policy</p>	
<b>Land ownership</b>				
Rents	<p>Non payment of rent by tenant</p> <p>Third party damage/liability in respect of the land</p> <p>The land is not kept in suitable condition</p>	<p>L/M</p> <p>L/M</p> <p>L/M</p>	<p>If the tenant does not pay his rent, the Council can refuse to renew the tenancy.</p> <p>Covered by Public Liability insurance. The tenants are responsible for the land under conditions of lease.</p> <p>The Clerk monitors the Council's land. Any matters are drawn to the Council's attention. The Council will write to the tenant regarding any action or omission that needs to be addressed.</p>	<p>If the tenant refuses to carry out work, the Council may be left to pay the bill. The Council would weigh this financial consideration against its budget and funds.</p>
Trees	Third party damage/liability in respect of Council owned trees	L/M	<p>The Council has introduced a Tree Management policy to determine its actions regarding the trees on its land. The trees are regularly inspected by the Clerk and form the subject of an annual</p>	<p>The Council has budgeted for tree works in its Budget for 2023/24.</p>

Subject	Risk	L/M/H	Management/control of risk	Notes/action
			report by a qualified contractor. The contractor makes a written report to the Council.	
Litter picking	Injury/damage to volunteers	L/M	The organisers of the Litter Pick carry out a Risk Assessment. The Risk Assessment is sent to the Council in advance of the Litter Pick. The organiser ensures that volunteers have suitable clothing, hi-vis jackets and so on. A briefing is given to volunteers at the start of each litter pick.	The Clerk advises the Council's insurers of each litter pick and supplies all relevant information, as requested. The Council has Public Liability insurance.
Events	Injury/damage to volunteers	L/M	The organisers of events carry out a Risk Assessment. The Risk Assessment is sent to the Council in advance of the event. The organiser ensures that volunteers have suitable clothing, hi-vis jackets and so on, as applicable. A briefing is given to volunteers.	The Clerk advises the Council's insurers of each event and obtains insurance as applicable. A copy of the documentation is kept by the Council.
	Injury/damage to the public	L/M	The organisers of events carry out a Risk Assessment. The Risk Assessment is sent to the Council in advance of the event.	The Council has Public Liability insurance.
Contractors	A contractor has an accident whilst working for the Parish Council and does not have insurance		The Clerk gives a clear brief of work to be carried out and ensures that contractors supply the Council with a copy their Public Liability insurance prior to works being carried out	

Subject	Risk	L/M/H	Management/control of risk	Notes/action
<b>Financial and Accounting Procedures</b>				
Precept	The amount of the Precept is insufficient to meet the Council's bills	L	The Council holds at least a quarter of the Precept in its account. This would cover any immediate shortfall. The Council may have to restructure its Budget re any further expenditure.	The Precept is calculated annually by the Budget Committee. The Council monitors its actual to budgeted expenditure throughout the course of the year.
Financial Records	<p>Inadequate records and system of retention</p> <p>Cashbook and other records are not kept up to date</p>	<p>L</p> <p>L</p>	<p>The Clerk keeps financial records in accordance with statutory regulations. The records are open to public inspections in accordance with the annual audit regulations. The records are open to councillors and to the Council's Internal Control Officer and Internal Auditor.</p> <p>Quarterly checks by the Internal Control Officer should pick up any failings. The Internal Control Officer would report any findings to the Council.</p>	
Fraud	Fraud by the Clerk or signatories	L	The ICO checks transfers of the Council's funds. The Internal Auditor checks the Council's funds.	Fraud would require the collusion of two signatories. Any fraudulent activity would be detected in the bank reconciliation.

Subject	Risk	L/M/H	Management/control of risk	Notes/action
Inadequate control of cash receipts and payments.	Loss of cash through theft or dishonesty	L	Avoid cash payments where possible.	The amounts of cash taken are relatively small. The Council has Fidelity Guarantee insurance. Theft is a criminal offence. The Internal Control Officer checks payments made to the Council and would note any omission. The Council should not be taking any other cash payments. If other cash payments are taken, such as at an event, the Council will introduce a suitably robust system of recording.
Signatories to the Council's bank accounts	Lack of control of the number of signatories	L	The Council keeps authorised signatories to a minimum consistent with practicalities. Collusion by signatories leading to theft is a criminal offence.	
Health & Safety	Inadequate awareness	L	The Council has a Health & Safety Policy. This includes a Lone Working Policy. All activities are monitored.	Training is made available where necessary.
Reporting and auditing	Financial information communication	L	A report is produced showing Expenditure against Budget, and contains a breakdown of Receipts and Payments.	An Internal Auditor is appointed annually.
	Auditing and Governance	L	The Council is audited internally and externally.	

Subject	Risk	L/M/H	Management/control of risk	Notes/action
Bad debts	Unpaid invoices	L	The Council does not submit invoices for payment and therefore should not have unpaid invoices.	
Grants paid	Grant monies are not used for the stated purpose of the grant	L	The Council maintains a Grants Policy. Grant recipients are asked to provide evidence of expenditure of the grant. If not received, the Clerk writes to the recipient to obtain. The Council reserves the right to request the return of funds.	
Election costs	Risk of an unexpected election	L/M	The risk is higher in an election year.	The Council has sufficient reserves to cover costs and has budgeted a sum from the Precept toward a possible election in May 2023.
VAT	Reclaiming	L	The Clerk reclaims VAT paid annually on behalf of the Council. The Clerk ensures that the Council can reclaim VAT as appropriate.	Payment is reclaimed online and is received direct into the Council's account.
Annual Return	Completed and submitted within time limits.	L	The Return is submitted to the Council's Internal Auditor and then approved by the Council before submission to the External Auditor.	The existing procedures are considered adequate. The Clerk ensures the Return is submitted on time.
Legal powers	Illegal activity or decision making	L	All activity and expenditure is resolved by the Council. The Clerk ensures the Council has appropriate powers. The Clerk ensures the Council does not act	All decisions of the Council are minuted.

Subject	Risk	L/M/H	Management/control of risk	Notes/action
			ultra vires. If the Council acts against the Clerk's advice, this is minuted.	
Agendas/minutes	Accuracy and legality	L	Minutes and agendas are completed by the Clerk to defined standards and legal requirements. The minutes are approved and signed. Minutes and agendas are displayed according to legal requirements.	The minutes of all Council meetings are posted on the Council's website and held in paper form in the Minute Book.
Members interests	Conflict of interest	L	Councillors declare interests at start of meetings.	Councillors receive the Council's Code of Conduct. Applications for dispensations can be made to the Council.
	Councillor details in the Register of Interests	L	Any changes are noted. The Register is updated, as necessary	The Register of Interests is held by Breckland Council.
Insurance	The policy does not meet the Council's needs	L	The Council reviews its insurance policy annually.	The Council holds all necessary insurances. New assets are added to the policy, as appropriate and recorded on the Asset Register.
Legal liability	Legal liability as a consequence of asset ownership (public liability) or other reason	L	The Council holds Legal Expenses cover in its insurance policy of £250,000.	
Data Protection	Data protection rules not followed – complaint received due to a data protection	L/M	The Council is registered with the Information Commission. The Clerk has	

Subject	Risk	L/M/H	Management/control of risk	Notes/action
	breach/complaint to the Information Commissioner		received training in data protection. The Council has a Data Protection policy.	
Freedom of Information	A request is not handled correctly	L/M	Any requests are dealt with under Information Commission rules. The Council has a Model Publication Scheme in place.	
<b>Recreation &amp; Play Areas</b>				
Play equipment	Loss or damage, and risk of damage or injury to third parties	L/M	The Clerk carries out weekly checks of the play equipment. The checks are recorded and retained.	The Council holds Public Liability insurance. Necessary repairs are reported by the Council and carried out as necessary.



Subject	Risk	L/M/H	Management/control of risk	Notes/action
Recreation Areas	Blackthorn Drive and Ted Ellis play areas	L/M	The play areas are monitored by the Clerk. The checks are recorded and retained. All remedial works are carried out.	The Clerk carries out weekly checks. The play areas are subject to an annual check by a Rospa qualified contractor. The contractor submits a written report to the Council.
	Scarning Playing Field (Shipdham Lane)	L/M	Scarning Playing Field Committee separately insures the pavilion and play equipment, and carries out remedial works. The Parish Council insures its own assets on the Playing Field	The Outdoor Fitness equipment, table tennis table, some benches & the Zipwire are maintained by the Council. The Clerk carries out weekly checks. The Playing Field Committee and the Council have agreed a Terms of Reference document (Feb 2022) setting out each party's responsibilities. The Council's equipment is subject to an annual check by a Rospa qualified contractor. The contractor submits a written report to the Council.
<b>Council Assets</b>				

Subject	Risk	L/M/H	Management/control of risk	Notes/action
Identification of Assets	Assets lost or misappropriated	L	The Council's assets are logged in the Asset Register, together with addresses where applicable. The Council keeps a separate file on its land assets, together with maps.	Part of the annual Asset Report is to confirm that assets have not been removed.
Noticeboards	Damage/injury to third parties	L	The noticeboards are checked regularly and annually as part of the written Asset Report.	The Council holds Public Liability insurance. The noticeboards are included in the Council's insurance policy. The keys to the noticeboards at the Village Hall, playing field and school are held by the Clerk. All others are open to the public.
Street Furniture	Damage/injury to third parties	L	Street furniture is checked regularly and annually as part of the written Asset Report.	The Council holds Public Liability insurance. Street furniture is included in the Council's insurance policy and regularly monitored.
Street lights	Damage/injury to third parties	L	The street lights are checked regularly and annually as part of the written Asset Report.	The Council holds Public Liability insurance. A full check of the light poles is carried out by the Clerk at least twice annually to check their condition.
Solar Lights	Damage/injury to third parties	L	The solar lights are checked regularly and annually as part of the written Asset Report.	The Council holds Public Liability insurance. A full check of the light poles is carried out by the Clerk at least twice annually to check their condition.

Subject	Risk	L/M/H	Management/control of risk	Notes/action
<b>Records and meetings</b>				
Meeting location	Health & Safety	L	The Council meets in the Village Hall The location is considered suitable.	The premises are accessible to those with disabilities.
Council records - paper	Damage to records	L/M	Day to day records are stored at the Clerk's home address in a filing cabinet (not fire proof). Older records are stored in a filing cabinet in the Village Hall and Norfolk Record Office.	Damage from fire/water is possible. Records are held electronically as well as in paper form.
Council records	Loss of records	L	Day to day records are stored at the Clerk's home address in a filing cabinet (not fire proof). Older records are stored in a filing cabinet in the Village Hall and Norfolk Record Office.	Paperwork is retained in accordance with national guidelines. Documents are available for public inspection on request.
Council records - electronic	Loss through fire, theft, damage, or corruption of computer	L/M	The Council's electronic records are stored on the Clerk's computer.	

Subject	Risk	L/M/H	Management/control of risk	Notes/action
<b>Policies and Procedures</b>				
Legislation re disability, racial equality	Lack of knowledge of relevant legislation and failure to comply with legislation	L/M	The Council has adopted an Equality Policy.	Training can be made available where necessary.
Bullying and Harassment	Lack of knowledge of relevant legislation and failure to comply with legislation	L/M	The Council has adopted an Anti Bullying Policy and a Whistleblowing policy.	Training can be made available where necessary.