

Bergh Apton Parish Council Risk Assessment

	Potential Risk Area	Potential impact	Probability	Rating	Steps to mitigate risk	Owner & actions
1	Protection of Assets owned by Parish Council	Medium	Medium	4	Insurance against Asset Register	Parish Clerk to check Insurance and Asset Register annually, report back to Parish Council annually and minute this.
2	Maintenance of Assets owned by Parish Council	Medium	Medium	4	Check and maintain equipment. Record condition annually	Parish Clerk to inspect sites annually and report back to Parish Council & minute.
3	Risk of damage to Third Parties caused by Parish Council's assets	High	Medium	2	Insurance. Check and maintain equipment. Record condition annually	Parish Clerk to ensure insurance cover is maintained,
4	Loss of money through theft, dishonesty or accident	High	Low	3	Small amounts of cash handled. Two signatories for cheques (maximum permitted by Bank). Parish Clerk holds cheque book as non-signatory. Payments made against invoices approved at Parish Council meetings. Finances internally audited every year.	Financial Report presented by Parish Clerk at every Parish Council meeting. Parish Clerk makes reconciliations against monthly bank statements.
5	Non-receipt of eligible income ie Precept, VAT and interest	High	Low	3	Annual agenda item for determining Precept. Regular VAT returns	Parish Clerk provides all relevant documents to internal auditor. Parish Clerk includes precept as agenda item and completes return to SNC on time. VAT returns undertaken on a timely basis

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6	PlayPark, Table Tennis Table and Outdoor Gym at Village Hall	High	Medium	4	Inspection of Play Area, table tennis table and outdoor gym once a year by RoSPA. Regular inspections by members of the Play Area Working Party	Play Area Working Party to assess inspection report and inform Parish Council of any work needed and to undertake regular inspections and report back to each Parish Council Meeting (to be minuted by Clerk)
7	Data Protection	High	Medium	2	DPO appointed Clerk and Councillors trained Committee to manage process Data Protection Policy adopted	Parish Clerk Parish Clerk/Councillors Committee Council
8	Legal Liability to Third Parties	High	Medium	2	Public Liability Insurance in place for £10m cover.	Parish Council to review adequacy of insurance cover in June. Parish Clerk to display Insurance Certificate on Parish Council Notice board.
9	Financial loss or damage/injury resulting from services provided by contractors	Low	Low	6	Contracts given after discussion at Parish Council meetings	Parish Clerk to ensure Contractors are adequately insured.
10	Parish Clerk – Holidays, Illness/death or resignation	Medium	Low	5	Parish Clerk makes appropriate arrangements for short term absence Parish Councillors take on role for longer periods of absence.	Parish Clerk to document duties and procedures undertaken if absent.

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11	Not keeping proper financial records in accordance with statutory requirements	Medium	Medium	4	All financial activities are discussed at Parish Council meetings. Internal Audit undertaken once a year. Report on financial position at each Parish Council meeting. Councillor (SM) to do bank reconciliations quarterly.	Parish Clerk to keep proper records. Parish Council to monitor
12	Failure to meet all requirements under Employment Law, Inland Revenue, Audit and Customs and Excise regulations and Health & Safety at Work Act	Medium	Low	5	Parish Clerk monitors relevant legislation through NALC and NPTS. Parish Clerk to attend training courses as appropriate. Outsource PAYE and Pension obligations to service provider	Parish Council acts upon reports and recommendations from NALC/NPTS as appropriate. Parish Clerk maintains the Accident Book.
13	Inappropriate annual precept within sound budgeting disciplines	Medium	Low	5	Budget set annually based on actual expenditure to date and anticipated future requirements. Budget can include items of expenditure over more than one year. Prudent level of contingency included in precept calculation.	Parish Council to monitor expenditure and commitments at every meeting.
14	Improper use of funds granted to external bodies	Medium	Low	5	Monies allocated on basis of proven need.	Parish Clerk to procure reports on use of funds by external bodies as necessary
15	Proper, timely and accurate recording of Parish Council business.	Low	Low	6	Draft minutes checked by Chairman and circulated to Parish Council members before the next meeting. Minutes of all meetings approved at following meeting.	Parish Councillors to check minutes

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16	Parishioners unable to exercise rights of inspection of Parish Council documents	Low	Low	6	Access to documents provided by Parish Clerk by prior appointment and publicised on Parish Council Notice boards.	Parish Clerk to respond to requests as necessary and report to Parish Council
17	Parishioners unable to exercise their right to attend meetings of the Parish Council	Medium	Low	5	Public notices of all meetings placed on notice boards within Parish (Church Rd, Village Hall) and village website. Meetings held at venues accessible to all parishioners.	Parish Clerk ensures meeting notices are timely (at least 3 working days' notice)
18	Failure to respond to consultation documents within required timescales	Low	Low	6	Parish Clerk calls site planning meetings as required and ensures responses sent within statutory planning timescales. Parish Clerk includes other consultation requests on regular meeting agenda	Parish Council to monitor
19	Members' interests not adequately registered	Low	Low	6	Registrations of financial and other interests collected by Parish Clerk and sent to monitoring officer at South Norfolk Council.	Parish Councillors to declare interests as required. Parish Clerk to report interests to Monitoring Officer at SNC as required.
20	Declaration of interest, prejudicing interest not declared by Parish Councillor	Low	Low	6	Standard agenda item requiring interests to be declared by Parish Councillors at every meeting	Every Parish Councillor
21	Loss or damage to Parish Council records.	Medium	Low	5	All items kept at Parish Clerk's home and stored electronically.	Parish Clerk

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22	Risk of Injury to Parish Clerk in course of his/her duties	Medium	Low	5	Workplace to be kept safe and without risk to health. First Aid facilities available at workplace.	Parish Clerk to take due care and attention in carrying out duties
23	Risk of injury to Parish Councillors in the course of their duties	Medium	Low	5	Suitable venues chosen for Parish Council meetings. Chairman to draw attention to Health & Safety issues if any	Parish Councillors to be responsible for themselves and aware of other people's safety
24	Risk of injury to members of the public arising from the Parish Council's business or activities	Medium	Low	5	Suitable venues chosen for Parish Council meetings. Chairman to draw attention to Health & Safety issues if any.	Parish Councillors to be aware of other people's safety.
25	Risk of injury to employees and volunteers arising from the Parish Council's business or activities	Medium	Low	5	Identify risks associated with activity being undertaken and issue appropriate warnings. (Separate SAM2 risk assessment)	Parish Councillors and volunteers to be responsible for themselves and aware of other people's safety.
26	Implementation of SAM2	High	Medium	2	Risk assessment and training for use of SAM2(See separate assessment provided by NCC) Adequate public liability insurance	Westcotec/Norfolk County Council Parish Clerk to inform insurers and adequate insurance maintained. Asset Register updated