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, insofar as is practically possible. This document has been produced to enable Claydon and Whitton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

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| Risk identified | Explanation | H/M/L | 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 budget update information monthly. At the finance meeting, prior to the precept meeting, the Council receives a preliminary budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the RFO. 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 RFO makes any adjustments ready for the Parish Precept meeting. The council then holds a formal precept meeting to finalise the figures. The total of which is resolved to be the precept amount to be requested from Mid Suffolk District Council. The figure is submitted by the RFO in writing. The RFO informs the Council when the monies are received. | Existing procedures adequate.  Done annually |
| Finance records | Inadequate records  Financial  irregularities  Failure to comply  with legislation. | M | The Council has Financial Regulations which set out the requirements. Formally Adopting Standing Orders. Subscribing to associations of local publications-SALC & SALC Internal Audit to offer advice as appropriate | Existing procedures adequate |
| Bank and banking | Inadequate checks  Banks mistakes  Arithmetic Errors  Failure to comply  with Legislation  Fraud | M | The Council has Financial Regulations which set out  banking requirements.  All payments agreed at Parish or Finance Council meeting, minuted and account authorised by 1 of 3 nominated.  All 3 can see accounts/invoices/pay being paid.  All entries verified against Bank Statement.  Monthly reconciliation emailed prior to meeting for perusal and questioning at meeting | Financial regulations are on the website, have not been recently reviewed due to upcoming changes. Clerk and RFO are to receive training. |
| VAT | Reclaiming and charging | L | The Council has Financial Regulations which set out the requirements. | See above |
| Insurance | Adequacy  Cost  Assets adequately  covered.  Compliance.  Damage injury to 3rd  party for injuries  sustained by lack of  maintenance of  council assets | M | An annual review is undertaken of all insurance  arrangements. Employers and Employee liabilities a  necessity and within policies. Ensure compliance  measures are in place.  All events are properly supervised. All repairs carried  out by professional tradespersons with own insurance. Volunteers reports regularly given to  council  Health & safety risks addressed. First Aid Facilities  Supplied ( St.John’s ambulance) | Existing procedures  Adequate |
| Grants | Receipt of grants | L | The RFO keeps records for the spend of the grant in  accordance with the grant-giver's regulations |  |
| Formally Adopt  Standing Orders | Failure to comply with  Statutory Obligations  Failure to operate with  openness and accountability  Suffer loss or reputation or  legal challenge.  Council unable to deliver  services. | M | Standing Order are put before council, approved and annually reviewed. The council is quorate, and all decisions are made after due consideration in the best interests of its residents. To comply with current legislation and acts in a professional manner/ Standing orders are available for Public Inspection at any time | Motions to make minor adjustment agreed in May2024 and standing orders updated and adopted |
| Formally Adopted  *Financial* part of Standing  Orders (18) | Financial regulations align with current legislation.  Work awarded  incorrectly.  Overspend on services.  Unauthorised spend  Procurement process fails  Failure to meet budget  Inappropriate Use of public  money.  Loss from 3rd party damage  on assets.  Adverse Cash Flow | M | Council acts legally  Estimates quotations obtained where possible in accordance to Financial Regulations, Council to deliver best value (more than one quotation for any substantial work to be undertaken.) Formally minute to commit to expenditure. For major work, competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.  To ensure the contractors are insured.  To ensure contracts are not taken on for services with no supporting funds making correct financial decisions.  To ensure the council reserves are not depleted below  recommended level.  Internal Audit | As above |
| Reporting and  auditing | Information communication  Risk of Bank making errors  No control over spend  Fraud | M | Financial information is a regular agenda item (Finance Statement) and discussed/reviewed and approved at the finance meeting.  All payments must be authorised and minuted.  Finance Chairman reviews spend against budget.  RFO supplies brief account overview at every meeting | Existing procedures adequate |
| Minutes/agendas/  Notices Statutory  Documents | Accuracy and legality  Failure to operate in fairness  and accountability  Business conduct | L | Minutes and agendas are produced in the prescribed manner by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the following Council meeting.  Posted to council website.  Agenda displayed according to legal requirements.  Business conducted at Council meetings should be managed by the Chair.  Clear audit trail of documents | Existing procedures adequate |
| Members interests | Conflict of interests  Register of members interests  Failure to operate in fairness  and accountability.  In breach of required  standards of public life. | M | Declarations of interest by members at Council meetings.  Register of members' interests’ forms reviewed regularly. | Existing  procedures  adequate.  Members  take  responsibility  to update  register  through clerk |
| Annual Return | Submit within time limits |  | Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing. Then checked and sent to External Auditor within time frame. | Existing procedures  Adequate but need to be reviewed annually |
| Council records | Paper-Loss of document audit trail through:  Incomplete Financial Records  Loss of Cheque Book  Theft,Fire  Damage  Electronic-Loss through:  Theft, fire damage or  corruption of computer  Data protection breach.  Financial or resource  requirements of responding to  FOI requests  Legal Challenge |  | Records are stored at the clerk’s home address. Important/legal documents are stored in locked filing cabinet at clerk’s home address. Digital  records are kept in the cloud and also back-up on council laptop. Regular back up to cloud. The clerk keeps the laptop at home address other than for meetings. The laptop is safely transported to and from the meeting. RFO is responsible for safe keeping of Cheque Book and Bank Cards and bank statements are securely kept.  Records including historical correspondences, minutes, insurance and bank records. Documents are dealt with according to ‘Retention of Document Policy’. When archived, go to ‘The Hold’ in Ipswich. | Existing procedures adequate  Retention of documents policy to be reviewed annually |
| Payments | Incorrect invoicing  Incorrect Payments  Late Payments  Expenses incorrectly claimed.  Data protection breach  Theft or dishonesty  Financial Loss due to settlement of double or false invoices. | M | The RFO to ensure accuracy of work with monthly payment list. Ensure banking statements are up to date and match accounts and payments. Finance report presented bi-monthly, council accepted and signed off. RFO available for any questions with council to accept financial reports monthly. | Existing procedures  Adequate |
| Budgeting | Inadequate  Precept does not deliver  budget | M | Clerk, RFO and Financial Chair are to take dual responsibility to produce an effective budget yearly to ensure against financial loss. Review of  all services provided not to have impact on reserves. Budget brought to council and agreed yearly. | Existing procedures  Adequate |
| Freedom of  Information | Policy  Provision  Failure to comply with  statutory obligations | L | The Council releases all information on demand. The clerk is DPO( data protection officer).  The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. If this equates to more than £450 then the council can ask for fees.  Standing orders are available by members public inspection | Existing procedures  Adequate |
| Website | Virus Attacks or malicious  hackers.  Parish Council host provider server unable to support.  Out of date product.  Mislead or inaccurate  statements.  Publication of personal  data without prior consent  that infringes data  protection regulations  No social connectivity  Unable to read.  Apply new government  legislation | M | Achieve an Affordable solution for a new  website fit for purpose  Encryption and Protection in website security  and reliable afforded by Supplier.  Build a new website and have full control, easy  to maintain and are responsible for content.  Google Analytics to identify website usage.  To ensure the links provided by our website  are to valid reputable sites not selling goods. | Extensive research completed. To save money, current website supplier to update website. Information to be transferred to new accessible website  on site.  Website host secure. |
| Salaries and assoc. costs | Salary paid without  appropriate deductions.  Staff over or underpaid  Unpaid tax / NI to Inland Revenue.  Unauthorised  payments.  Fraud.  Failure to comply with  legislation.  Financial Penalties | L | SALC process payroll. Clerk and RFO’s salary paid by  monthly by BACS from parish council account through PAYE who acquit tax and NI contributions. In accordance with Automatic enrolment regulations the council pays a pension on the clerk and RFO salary.  Chairman signed authority for contractual  agreement.  Clerk and RFO salary reviewed and adjusted up the pay scale annually according to start date. Agreed and minuted.  Monthly pay is authorised by signatory, RFO ensures pay and pension is paid on time each month. | Existing  procedure  adequate |
| Employees | Shield Vulnerable  Workers increased risk  from illness Work from Home  Health & safety risk  Contingency Planning  for long term sick  Fulfil obligations | H | Contract of employment in place and approved by  Chair and vice chair. Contingency plan in place in case of long term sickness.  HR advice available through SALC policies in  place as required by statue.  Kept up to date by employment legislation  All employees to be provided adequate direction  and the offer of safety equipment needed to undertake their roles: Chair, Screen, prolonged use of screen. Employees work from home so notify the employment committee of any work needs.  Fire Alarm fitted on premises.  Employees have line manager ( and employment committee councillors) to speak to about any issues, to check on wellbeing, workload and to manage any challenges between councillors and employees.  Bullying is not tolerated.  Employees are not expected to read or manage Whats app messages.  Employees are encouraged to seek advice and guidance from councillors (who provide this respectfully) or to speak to SALC. | Vice chair has reviewed  Current procedures are adequate and to be reviewed annually. |
| Assets | Loss or damage  Risk/damage to third  party (i.e.) property  Not All Assets Listed.  Assets not adequately  insured. |  | An annual review of assets is undertaken for insurance provision. All Asset register maintained, and all acquisitions and disposals are documented. | Solicitor has been deployed to check all land and building assets and to gather deeds, to update current register.  Clerk also completed land searches on plots of land. These were added to register once confirmed. |
| Maintenance | Poor performance of assets or amenities.  Risk to the public.  Poor housekeeping  Damage due to  Vandalism  Tripping, falling  incurring injury.  Inflict injury on  members of public  whilst working | M | All assets owned by the Parish Council are regularly reviewed, inspected and maintained by their allocated committees as well as an annual check by Mid Suffolk CC of all play equipment. All repairs and relevant expenditure for any repair is actioned / authorised quickly in accordance with the correct procedures of the Parish Council.  Assets are insured.  Use of Outside Contractors or Volunteers to carry out  Risk Assessment.  Carry Public liability Insurance. | Recreation ground asked to supply copy of insurance to PC. |
| Notice boards | Risk of damage | L | The Parish Council currently has one freestanding notice board at Whitton Rural and another on the wall of the village hall. Regular inspections are made. Any reports of damage or faults are reported to the  Parish Council and dealt with. | Existing procedures  Adequate |
| Councillors activities | Claims made against an  individual or council as  a whole.  Volunteers injure  themselves or others  during work | M | Full insurance cover in place to cover  negligence, libel or slander. Corporate  manslaughter and errors.  Personal Injury cover within Insurance.  Councillors have a duty to protect themselves. | Reviewed cover within  Insurance.  Check  procedures annually. |
| Contractors /  Volunteers  undertaking  work in the  parish | Inflicting injury on  members of public  whilst carrying out  work | M | Request Risk assessments  Request Contractor to carry public liability  Insurance and ask for sight of Insurance  certificate  Council have £10m Public Liability | Existing procedures  Adequate |
| Public injury using benches | Damaged Benches due  to vandalism | L | Regular visual inspections done by recreation ground committee  Repairs carried out quickly when problem  identified.  Reviewed when cutting grass and  undergrowth | Existing procedures  Adequate |
| Meeting locations | Claims made by  councillors or the  council as a whole.  Health & Safety  Injury sustained by  members undertaking  duties. |  | The Parish Council meeting is held in a  venue considered to have appropriate  facilities for the Clerk, members and the  general public. Full Insurance liability. & Personal  Accident  First aid facilities are supplied. | Existing venue ( village hall) and procedures adequate. |

Red blocks mean that information is not confirmed.

Reviewed and agreed at meeting 3/6/2024

Agenda and minutes reflect this.