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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 annuallyApril 2025 Continues to be done as procedure dictates  |
| Finance records | Inadequate recordsFinancialirregularitiesFailure to complywith 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 adequateApril 2025- New NALC financial regs were adopted 2024 |
| Bank and banking | Inadequate checksBanks mistakesArithmetic ErrorsFailure to complywith LegislationFraud | M | The Council has Financial Regulations which set outbanking 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 meetingNew procedure added: 1/agreed at meeting2/RFO creates payment and waits authorisation3/Chair/Cllr sign4/3 Cllrs witness payments to be made5/ 1 Cllr authorises bank once the three Cllrs agree | Financial regulations are on the website, have not been recently reviewed due to upcoming changes. Clerk and RFO are to receive training.April 2025- Finance regs adopted and changes made- see new procedure |
| VAT | Reclaiming and charging | L | The Council has Financial Regulations which set out the requirements. | Existing procedures adequateApril 2025- Adequate |
| Insurance | AdequacyCostAssets adequatelycovered.Compliance.Damage injury to 3rdparty for injuriessustained by lack ofmaintenance ofcouncil assets | M | An annual review is undertaken of all insurancearrangements. Employers and Employee liabilities anecessity and within policies. Ensure compliancemeasures are in place.All events are properly supervised. All repairs carriedout by professional tradespersons with own insurance. Volunteers reports regularly given tocouncilHealth & safety risks addressed. First Aid FacilitiesSupplied ( St.John’s ambulance) | Existing proceduresAdequateApril 2025- Adequate |
| Grants | Receipt of grants | L | The RFO keeps records for the spend of the grant inaccordance with the grant-giver's regulationsAgreed at meetings, payments overseen | Current procedures adequateApril 2025- Adequate |
| Formally AdoptStanding Orders | Failure to comply withStatutory ObligationsFailure to operate withopenness and accountabilitySuffer loss or reputation orlegal challenge.Council unable to deliverservices. | 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 adoptedStanding orders to be reviewed April 2025 April 2025- Adequate |
| Formally Adopted*Financial* part of StandingOrders (18) | Financial regulations align with current legislation.Work awardedincorrectly.Overspend on services.Unauthorised spendProcurement process failsFailure to meet budgetInappropriate Use of publicmoney.Loss from 3rd party damageon assets.Adverse Cash Flow | M | Council acts legallyEstimates 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 belowrecommended level.Internal Audit | As aboveApril 2025- Adequate |
| Reporting andauditing | Information communicationRisk of Bank making errorsNo control over spendFraud | 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 adequateApril 2025- Adequate  |
| Minutes/agendas/Notices StatutoryDocuments | Accuracy and legalityFailure to operate in fairnessand accountabilityBusiness 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 adequateApril 2025- Adequate |
| Members interests | Conflict of interestsRegister of members interestsFailure to operate in fairnessand accountability.In breach of requiredstandards of public life. | M | Declarations of interest by members at Council meetings.Register of members' interests’ forms reviewed annually at AGM. | Existingproceduresadequate.Memberstakeresponsibilityto updateregisterthrough clerkApril 2025- Adequate |
| 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. | April 2025- Adequate  |
| Council records | Paper-Loss of document audit trail through:Incomplete Financial RecordsLoss of Cheque BookTheft,FireDamageElectronic-Loss through:Theft, fire damage orcorruption of computerData protection breach.Financial or resourcerequirements of responding toFOI requestsLegal Challenge |  | Records are stored at the clerk’s home address. Important/legal documents are stored in locked filing cabinet at clerk’s home address. Digitalrecords 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 adequateApril 2025- Adequate |
| Payments | Incorrect invoicingIncorrect PaymentsLate PaymentsExpenses incorrectly claimed.Data protection breachTheft or dishonestyFinancial 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 monthly, council accepted and signed off. RFO available for any questions with council to accept financial reports monthly.  | Existing proceduresAdequateApril 2025- Adequate |
| Budgeting | InadequatePrecept does not deliverbudget | M | Clerk, RFO and 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 proceduresAdequateApril 2025- Adequate |
| Freedom ofInformation | PolicyProvisionFailure to comply withstatutory 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 proceduresAdequateApril 2025- Adequate |
| Website | Virus Attacks or malicioushackers.Parish Council host provider server unable to support.Out of date product.Mislead or inaccuratestatements.Publication of personaldata without prior consentthat infringes dataprotection regulationsNo social connectivityUnable to read.Apply new governmentlegislation | M | Achieve an Affordable solution for a newwebsite fit for purposeEncryption and Protection in website securityand reliable afforded by Supplier.Build a new website and have full control, easyto maintain and are responsible for content.Google Analytics to identify website usage.To ensure the links provided by our websiteare to valid reputable sites not selling goods.Website to be transferred to Gov.uk | 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.Ongoing, waiting a date for gov.uk- 2025 |
| Salaries and assoc. costs | Salary paid withoutappropriate deductions.Staff over or underpaidUnpaid tax / NI to Inland Revenue.Unauthorisedpayments.Fraud.Failure to comply withlegislation.Financial Penalties | L | SALC process payroll. Clerk and RFO’s salary paid bymonthly 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 contractualagreement.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.  | ExistingprocedureadequateApril 2025- Adequate |
| Employees | Shield VulnerableWorkers increased riskfrom illness Work from HomeHealth & safety riskContingency Planningfor long term sickFulfil obligations | H | Contract of employment in place and approved byChair and vice chair. Contingency plan in place in case of long term sickness.HR advice available through SALC policies inplace as required by statue.Kept up to date by employment legislationAll employees to be provided adequate directionand 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 reviewedCurrent procedures are adequate and to be reviewed annually.April 2025- Adequate |
| Assets | Loss or damageRisk/damage to thirdparty (i.e.) propertyNot All Assets Listed.Assets not adequatelyinsured. |  | 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.April 2025- Adequate and confirmed |
| Maintenance | Poor performance of assets or amenities.Risk to the public.Poor housekeepingDamage due toVandalismTripping, fallingincurring injury.Inflict injury onmembers of publicwhilst 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.Waiting 2025 |
| 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 theParish Council and dealt with. | Existing proceduresAdequateApril 2025- Adequate |
| Councillors activities | Claims made against anindividual or council asa whole.Volunteers injurethemselves or othersduring work | M | Full insurance cover in place to covernegligence, libel or slander. Corporatemanslaughter and errors.Personal Injury cover within Insurance.Councillors have a duty to protect themselves. | Reviewed cover withinInsurance. Checkprocedures annually.April 2025- Adequate |
| Contractors /Volunteersundertakingwork in theparish | Inflicting injury onmembers of publicwhilst carrying outwork | M | Request Risk assessments Request Contractor to carry public liabilityInsurance and ask for sight of InsurancecertificateCouncil have £10m Public Liability | Existing proceduresAdequateApril 2025- Adequate |
| Public injury using benches | Damaged Benches dueto vandalism | L | Regular visual inspections done by recreation ground committeeRepairs carried out quickly when problemidentified.Reviewed when cutting grass andundergrowth | Existing proceduresAdequateApril 2025- Adequate |
| Meeting locations | Claims made bycouncillors or thecouncil as a whole.Health & SafetyInjury sustained bymembers undertakingduties. |  | The Parish Council meeting is held in avenue considered to have appropriatefacilities for the Clerk, members and thegeneral public. Full Insurance liability. & PersonalAccidentFirst aid facilities are supplied. | Existing venue ( village hall) and procedures adequate.April 2025- Adequate |

Red blocks mean that information is not confirmed.

Reviewed and agreed at meeting 14/4/2025

Agenda and minutes reflect this.

Reviewed and agreed at meeting