

Ditchingham Parish Council

RISK ASSESSMENT

In all types of undertaking risks prevail and risk management is a process by which potential risks are identified, evaluated, and addressed Typically risk management includes avoidance, prevention, reduction, sharing, and retention; more simply perhaps considered as avoidance, mitigation [transfer], or acceptance

This Council is required to undertake a risk assessment exercise annually and to have a clear risk management policy Greater focus is always required in respect of risk management

Topic	Risk	HML	Management	Priority	Notes
Finance and Management					
Risk Management	All Risks	L	Risk Management Implementation Strategy Policy in place.	L	Reviewed annually
Business Continuity	Catastrophic Event	L	This Council considers that the efforts necessary to implement any specific plans for events in this category outweigh the benefits No specific plans therefore exist	L	No action
Precept	Adequacy	M	Precept adequate reserves in place Future precept capping could be problematic	M	Reviewed annually
Insurances	Adequacy	L	Asset list and Insurance policy reviewed and updated (if necessary) annually by Clerk	L	Reviewed annually
Financial Records	Adequacy	L	Spreadsheet accounts maintained by Clerk The budget and accounts are reviewed bi-monthly at meetings by all Councillors Chair views the bank statements bi-monthly at the meetings Yearly Internal and External Audits	L	No action
Financial Governance	Financial irregularities	L	Yearly external audit and internal audit plan in action	L	No action
Cash & Banking	Error or Loss	L	Two signatures on payments required Externally and internally audited Reviewed by Chair/Councillors	L	No action
Reporting & Financial Control	Adequacy	L	Financial reports at every meeting with bank statements	L	No action
Employee(s)	Loss/ Retention	L	The Council has only one employee (the Clerk/RFO) This is a key role within the Council	L	NALC offers a locum service if the Clerk is 'out of action'
Employee(s)	Duty of care, Liabilities arising	L	Clerk as line manager of 'employees' and has an active role in discharging employers duties	H	Employee matters regularised
Volunteers	Duty of care, Liabilities arising	L	Councillors and Clerk to advise as required	L	H&S matters addressed
Health & Safety	Public Liability, Employee Liability, 3rd Party Liability	L	The Council offers a range of service areas provision and maintenance of play equipment, public space management, and similar	L	H&S matters addressed re policy and insurance renewals are reviewed annually

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Finance and Management					
Statutory Documents and Returns	Non Compliance	M	The Council is dependent on the knowledge of the Clerk	M	The Clerk is CiLCA and Internal Audit trained and attends regular training and networking events to keep knowledge up-to-date and current
Meeting Papers	Non Compliance	L	Timely and compliant posting of notices The Chair & Vice Chair review papers as required	N	No action required
Data Protection	Non Compliance	L	General Data Protection Regulations Policy, Privacy Notice, Data Information Audit and Risk Assessment adopted	M	Reviewed annually and registered with the Information Commissioner's Office (ICO).
FOI	Non Compliance	L	Freedom of Information Policy adopted	M	Reviewed annually
Equal Opportunities	Non Compliance	L	Equal Opportunities Policy adopted	M	Reviewed annually
Website	Inaccurate or out of date information displayed	M	The Web Content Accessibility Guidelines WCAG 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 are maintained	M	No action required
Internal Audit	Non Compliance	H	A rigorous and robust internal audit of all Council activities is undertaken annually by an independent Internal Auditor. Councillors review financial transactions at every Full Council meeting and review Policies annually.	L	No action required
Physical Equipment					
Play Area	Loss; damage; and 3rd parties	L	Annual and weekly inspections are undertaken, with an independent annual inspection carried out by RoSPA and regular weekly inspections conducted by the Council.	L	Weekly inspection completed by staff or Councillors. Reports forwarded to Clerk
Notice Boards	Loss; damage; and 3rd parties	L	Inspection and maintenance	M	Regularly inspected by Councillors
Green spaces	Loss; damage; and 3rd parties	M	Annual and weekly inspection	M	Inspected by staff and reports forwarded to Clerk
Street Furniture	Loss; damage; and 3rd parties	M	Inspection and maintenance	M	Inspected by staff and reports forwarded to Clerk
Meeting Location(s)	Health & Safety	M	Usually held within Village Hall premises	M	No action required
Allotments	Health & Safety	M	Inspection	M	Regular inspection by Councillor
Council Records					
Paper records	Loss; damage	M	Currently kept at Clerk's home address.	M	Kept at Clerk's home in bookcase, filing cabinet and plastic boxes
Computer records	Loss; damage	M	Currently kept at Clerk's home address.	M	Files maintained on 'Cloud' storage and USB backup