

General Risk Assessment for – Wickhambrook Parish Council

No	ITEM	HAZARD	RISK TO	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
1	Recreational Area: 1. Bury Road 2. Cemetery Road	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	8	4	32	Weekly Visual inspection of Play area by Parish Volunteer. Monthly written inspection undertaken by West Suffolk, reviewed by clerk and actioned with parish volunteer/councillor Annual inspection carried out by ROSPA Qualified inspector Dated Insurance including Public Liability.	A
2	Trees on parish lands	Falling Branches/ Debris	Injury to Pedestrians, pets and vehicles	8	4	32	Monthly Visual inspection of trees by Parish Tree warden Full tri-annual inspection of parish trees and tree surgeon instructed to act on advice. Intervening inspection of trees identified with a diary note and tree surgeon instructed to act on advice Dated Insurance including Public Liability	A

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3	Gates and Fencing	Vandalism Repair costs Cost of Replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	L
4	Grit Bin	Vandalism Impact Damage Repair costs Cost of Replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	L
5	Memorial	Cost of replacement Damage to Memorial Vandalism	Loss of Heritage	1	4	4	Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	L
6	Village Sign	Vandalism Impact Damage Cost of Replacement	Pedestrians	4	1	4	Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	L
7	Notice Board	Vandalism Impact Damage Cost of Replacement	Pedestrians	4	1	4	Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	L
8	Park Benches	Vandalism Impact damage Cost of Replacement	Pedestrians	4	4	16	Dated insurance, including Public Liability Make contingency provision in Parish Council Reserves	L

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9	Fencing at Play Area & Signage	Vandalism Repair cost Cost of Replacement	Pedestrians	4	4	16	Repair cost Dated insurance including Public Liability	L
10	Memorials in Cemetery	Risk of Falling on individuals or causing trips and falls	Clerk Councillors Volunteers Parishioners Contractors	4	4	16	Dated Insurance Including Public Liability Regular topple testing and checks in cemetery Full five year test of memorial over 3'	A
11	Laptop & Printer	Cost of replacement Repair cost Accidental Damage	Clerk Councillors	4	4	16	Dated Insurance Including Public Liability Make contingency provision in Parish Council Reserves for replacement.	A
12	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation of neighbourhoods Lack of resource Possible meeting inquorate	Members	2	2	4	Actively publicise Council activities Seek candidates amongst friends and colleagues Publicise elections & vacancies on notice boards Publicise elections & vacancies in Parish Newsletter and website /facebook	A
13	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	1	3	3	Issue annual meeting calendar to all members Issue meeting agendas promptly Contact members who fail to attend meetings	A

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14	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	1	2	2	Ensure meetings publicised on notice boards use Annual Parish Meeting place articles in local newspapers/parish magazine consider leafleting include public participation on all agendas ensure seating available at meeting for public provide advice for members of the public attending publish agendas and minutes on website	T
15	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non compliance	Clerk	1	2	2	Clerk to advertise facility, and respond to requests	A
16	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal risk	Members	2	2	4	Ensure councillors have access to and read 'Good Councillor Guide' avoid making commitments on behalf of the council all new councillors complete new councillor training	A
17	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	1	4	4	Clerk to publish draft Minutes to be considered at next meeting Clerk maintains spreadsheet of decisions to ensure actioned	A
18	Inaccurate, untimely, improper minutes	Poor decisions in future Poor evidence for decisions	Clerk	1	3	3	Clerk to circulate draft minutes with Councillors not more than 10 days after meeting Draft Minutes published	A
19	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	2	3	Clerk to establish filing and retrieval system Clerk to enforce document version control	A

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20	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members Clerk	1	2	2	Clerk to ensure timely completion of Register of Interests Members to review Standards regime and complete all relevant training offered and available Clerk to ensure declaration of interests at start of each meeting	A
21	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of unfairness or bias	Members	1	2	2	Members to review Standards regime Clerk to ensure opportunity to update interests at each meeting	A
22	Failure to complete/submit Annual Return on time	Poor Public confidence suffers	Clerk	1	3	3	Clerk to maintain diary & ensure meeting dates allow for review of documents and submission in good time	A
23	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk	1	3	3	Financial regulations & scheme of delegation 2015 national model adopted, separate financial regs Clerk adequately trained	A
24	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk	1	4	4	External hard-drive Daily back up Documents held in cloud	A

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25	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	2	2	2	<p>Internal</p> <p>Reserve Contingency to cover cost of hiring in temporary clerk</p> <p>Ensure clerk takes entitled leave and provide opportunities to discuss work and wellbeing to reduce stress.</p> <p>Support clerk through time and budget for networking External</p> <p>Locum Panel of experienced Parish and Town Clerks provided by the Society of Local Council Clerks able to assist in an emergency</p> <p>Up to date List available from the Society of Local Council Clerks on the website or by phoning 01823253646</p>	A
26	Lack of professional advice	Poor decisions Costs and waste Possible noncompliance	Clerk Members	2	2	4	<p>Maintain membership of SALC, NALC and SLCC</p> <p>Support clerk through time and budget for continued professional development</p>	A
27	Lack of defined objectives or strategy	Resources not directed Poor performance Risks not base lined	Members Parishioners	1	2	2	<p>Council to produce an agreed 3 year Corporate Plan</p> <p>New initiatives to be consulted on</p>	A

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28	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Members	1	3	3	Maintain close contact with local residents Advise parish meetings to obtain residents' feedback Use questionnaires to identify local wishes (e.g. Post Office, Shop) Publicise plans and invite comments Use events to seek views and feedback Use parish meeting as forum to test ideas for new initiatives and seek ideas to build into next 3 year plan and budgets	A
29	Financial	Misappropriation of Council Funds Financial loss	Public Services	1	2	2	All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes Pay invoices by cheque/internet banking Cheques only signed at Council meetings Two councillors to sign each cheque, invoice and Cheque stub. Internet Banking two Councillors to authorise online. Monthly reconciliation of Parish Accounts to be signed by the Chairman at each meeting Annual scrutiny of all Financial Records by a Councillor & internal auditor. External Auditor to advise Clerk of the Council and the Chairman All changes in banking instructions, mandates etc. to be in writing with a hard copy kept permanently on file.	A
30	Income Ensuring that all requirements are met under custom & excise regulations	Unable to fulfil responsibilities	Public Service	1	2	2	Ensure Council understands and complies with current VAT legislation	A

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31	Orders for Work, goods and services Monitoring of performances against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public Service	1	2	2	Reviewed at internal audit	A
32	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Members	1	2	2	ensure meetings publicised on notice board place articles in local parish magazine include public participation on all agendas ensure seating available at meeting for public provide advice for members of the public attending publish agendas and minutes on website publish reports on website	A
33	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Members	1	3	3	Clerk to intervene at meetings Review all press releases or newsletter articles before release Adequate Insurance Cover	A
34	Bad publicity	Reduces confidence	Members Clerk	1	3	3	review all press releases or newsletter articles before release manage press relations	A
35	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	2	4	Maintain insurance Playground inspection regime established. Inspections of Speed Indicator Device established.	A

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36	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	2	6	Maintain inspection regime Maintain insurance Liaison with Police	A
37	Loss to third parties	Possible litigation Costs/damages	Clerk	1	3	3	Review health & safety Ensure adequate insurance Check contractors insurance	A
38	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change Review re-instatement value of buildings in accordance with Asset Valuation policy	A
39	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk	1	3	3	Clerk to respond to West Suffolk Council notices Agenda item for Members to consider and approve.	A
40	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and Members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy built into Financial Regulations.	A
41	Failure to account for and recover VAT	Wasted resources	Clerk	1	3	3	Clerk to claim VAT monthly Internal auditor to check	A
42	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Members Clerk	1	2	2	Clerk to review Internal auditor to check Reserves Policy to mitigate short-term impact of loss.	A

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43	Holding excessive or inadequate reserves	Auditors report Poor use of resources Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting Reserves Policy to set percentage of precept. Council to review size of Reserves and report to council regularly	A
44	Fraud by Clerk	Reputation Costs, Litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to members Control systems for managing expenditure Internal monitoring with Cllr	A
45	Fraud by Members	Reputation Costs, Litigation	Clerk	1	3	3	Adequate internal audit Regular reporting to members Control systems for managing expenditure	A
46	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of SALC/NALC Clerk to train/qualify Adequate budget for Clerk and Councillor training which should be used	A
47	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of SALC/NALC Clerk to maintain training and records Liaise with internal and external auditors	A
48	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review Internal audit to review	A
49	Improper financial records	Potential for wasted resources	Clerk	1	2	2	Internal audit to review	A
50	HMRC requirements not met	Costs Litigation	Clerk	1	3	3	Clerk to liaise as necessary	A

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51	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external audit	A
52	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – L = LOW RISK A = ADEQUATELY CONTROLLED RISK N = NOT ADEQUATELY CONTROLLED U = UNABLE TO DECIDE (MORE INFORMATION REQUIRED)

RISK ASSESSMENT CARRIED OUT BY: The clerk

DATE: 05/01/2024 Signature:

Risk Assessment Scoring Matrix

Likelihood	Severity					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1
Score	<i>Priority</i>					
1 – 16	LOW Action is required to reduce the risk, although low priority.					
17 – 36	MEDIUM Action required to control. Interim measures may be necessary in the short term.					
37 – 100	HIGH Action required urgently to control risks. Unacceptable Immediate action required					