

FRETtenham PARISH COUNCIL

Risk Assessment / Management Policy.

Risk management is a systematic general examination of working conditions & practises, workplace activities & environmental factors that will enable the Parish Council to identify any & all potential inherent risks. The Parish Council, based on a recorded assessment, will take all necessary & practical steps to eliminate (or reduce) the risks, as far as is reasonably practicable.

This document has been produced to enable Frettenham Parish Council to assess any risks it faces & satisfy itself that it has taken action to minimise them. It will be reviewed regularly and updated if new legislation or regulations impact on this assessment.

Subject	Risk(s) Identified	H/M/L	Management / Control of Risk	Review, Assess or Revise
Annual Return	Submit within prescribed time limits	L	The Annual Return is completed & submitted within the prescribed time frame by the Clerk. Annual Return signed by the Council, submitted to internal auditor for completion & signing and then checked within the prescribed time frame.	Existing procedures adequate
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision. (See also, Health & Safety and Maintenance)	Existing procedures adequate
Banking	Inadequate checks Bank's mistakes	L L	The Council has Financial Regulations which govern banking requirements. Regular bank statement checks. (See also Financial Records)	Existing procedures adequate Existing procedures adequate
Best value accountability	Work awarded incorrectly.	L	Normal Council practice would be to seek more than one quote for any major work to be undertaken. (See also item below, Contractors).	Existing procedures adequate
Contractors	Contractors not complying with the Council's Contractors Health & Safety Agreement Policy	M	Contractors are required to complete the Council's Contractors Agreement & provide proof of adequate public liability insurance before commencing any work.	Existing procedures adequate
Council records, electronic	Loss through theft Loss through fire damage	L M	The Council's electronic records are stored on the Council desktop. Back ups of this data are made at regular intervals	Existing procedures adequate
Council records, paper	Loss through theft Loss through fire damage	L M	The Council's paper records including minutes, insurance, bank and historical records are stored in a locked cabinet.	Damage (apart from fire) and theft is unlikely so Existing procedures adequate

Data Protection	Failure to comply with the General Data Protection Regulations	M	<p>The Council is registered with the Information Commissioners Office.</p> <p>The Council must comply with the General Data Protection Regulations and will have systems in place to protect information held by the Council. The Council (collectively) will be the Data Controller and the Clerk will be the Data Protection Officer. All Councillors will be trained in the General Data Protection Regulations so as to avoid any breach of these regulations. All personal Data will be stored securely in so far as is reasonably practicable and will not be kept for longer than is necessary. SEE SEPARATE PRIVACY POLICY AND GENERAL DATA PROTECTION REGULATIONS POLICY.</p>	<p>Ensure annual renewal registration & payment of fee.</p> <p>This is an ongoing item and will be updated when more information becomes available.</p>
Emergency Plan	Personal data not kept securely	L	All personal data is held securely by the Co-ordinator, the deputy Co-ordinator, the Council Chairman & the Clerk.	Existing procedures adequate May change with GDPR
Financial Records	Inadequate Records Financial Irregularities	L	The Council has Financial Regulations in place which sets out the requirements. (See also Bank & Banking)	Existing procedures adequate
Freedom of Information	Policy Provision	L	The Council has a Model Publication Scheme in place.	Existing procedures adequate
Grants Made by Council	Authorisation & Power of Council to pay	L	The Council has policies in place for awarding grants and all such expenditure goes through the required Council process of approval.	Existing procedures adequate
Health & Safety and Maintenance	Failure to comply with Health & Safety Legislation	M	The Council has a Health & Safety Policy and operates a 3 monthly H&S audit on assets owned by the Council, all assets are insured. (See also Contractors H&S agreement). An Accident Reporting book is held by the designated Councillor for H&S.	Existing procedures adequate
		L	Any maintenance required on assets is agreed and approved at Council meetings.	Existing procedures adequate
Insurance	Adequacy	L	The Council undertakes an annual review of insurance cover & ensures its policy adequately covers its Employees, Assets & Public Liability responsibilities.	Existing procedures adequate
	Best value	L	The Council will seek the best value for money when renewing its insurance policy.	
	Compliance	L	The Council will comply with the terms & conditions of the policy.	
Meeting locations	Adequacy	L	Council meetings are held in the Village Hall which is considered to have appropriate facilities for the Clerk, Councillors and the general public.	Existing procedures adequate
	Health & Safety of meeting location	L	The Village Hall Committee has it's own Health & Safety policy and informs the Council of it's H&S inspections / audits on a regular basis, this is recorded in the Council's 3 monthly H&S audit.	Existing procedures adequate

Members interests	Conflict of interests Register of members interests	L L	Declaration of interest by members at Council meetings. Register of members interests reviewed regularly. Individual members must take responsibility to update register if there is a change in their interests.	Existing procedures adequate
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Minutes / Agendas and Notices	Accuracy and legality	L	Minutes and Agendas are produced by the Clerk to comply with the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and Agendas are displayed on the Council's noticeboard and website to comply with legal requirements.	Existing procedures adequate
Newsletter	Personal data published accidentally in the Newsletter.	L	The Council (collectively or individually) will take all steps, as is reasonably practicable, to ensure that it publishes no personal data in the Newsletter without the data subjects consent. The Clerk and Councillors names, contact details and their roles within the Council will be published in the Newsletter to allow for members of the public to contact the Clerk or Councillors for any relevant Council business.	Existing procedures adequate but may change with the General Data Protection Regulations.
Precept	Adequacy of precept to allow the Council to carry out it's Statutory duties	L	To determine the amount of precept required the Council regularly receives budget update information. At the precept meeting the Council receives a budget report outlining actual and projected costs to end of year. This information allows the Council to predict its expenses for the next financial year. The Council determines amount of precept required and the Clerk submits a request to Broadland District Council. The Clerk informs the Council when the money is received.	Existing procedures adequate
Salaries & expenses. Councillors expenses	Salary & expenses paid incorrectly Expenses paid incorrectly	L L	Clerks salary & expenses are included as an agenda item, under Financial report, and are agreed at each Council meeting. Clerk's salary and working hours are reviewed regularly. Any expenses incurred by Councillors on behalf of the Council are agreed at Council meetings and paid at next meeting.	Existing procedures adequate Existing procedures adequate
Website	Personal data shown accidentally on Council website	L	The Council will take all steps, as is reasonably practicable, to ensure that no personal data is shown on its website. The Clerk and Councillors names, contact details and their roles within the Council will be shown on the website to allow for members of the public to contact the Clerk or Councillors for any relevant Council business.	Existing procedures may change with the General Data Protection Regulations