

Ashwellthorpe and Fundenhall Parish Council General Risk Assessment

Foreword

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

This Risk Assessment shall be reviewed

- Every year on its anniversary
- Significant changes in activities and / or risks
- As instructed by appropriate outside bodies

	Hazardous Event	Consequence	Effect	Management controls	Residual risk and further measures
1	Financial Mismanagement	Loss of money or goods caused by accident, fraud or dishonesty Precept request not submitted by due date VAT not reclaimed HMRC responsibilities not maintained Theft or loss of cash	Public Council Clerk	Financial Regulations	Tolerable with no further action needed.

2	Lack of proper communications	<p>Breach of LGA 1972</p> <p>Breach of Audit Regulations</p> <p>Breach of Transparency Code for Smaller Authorities</p> <p>Failure to deal with FO requests</p>	Public Council	<ul style="list-style-type: none"> • Noticeboard regularly updated • Website regularly updated • Clerks contact details available on the noticeboard and website • Clerk used e-mail distribution list • All Councillors have full contact details of each other • Clerk maintains annual calendar of events to ensure Councillors are aware of actions that need to be taken. 	Tolerable with no further action needed.
3	<p>Personal Accident to Councillor, clerk or voluntary worker</p> <p>Libel and Slander claim</p> <p>Legal Expenses accrued</p>	Legal Action by Employee, Public or Volunteer	Public Council Clerk	<p>Comprehensive Insurance purchased</p> <p>Risk assessments maintained</p>	Media relations policy to be created to guide Councillors and Clerk in dealing with the public
4	Loss or damage to assets	<p>Assets stolen or missing</p> <p>Assets damaged</p>	Public Council	<p>All damaged assets made safe and repaired at earliest opportunity</p> <p>Loss or stolen assets reported to police and Council meeting</p>	<p>Asset register to be created.</p> <p>Regular visual inspections of assets and log of defects recorded</p>

		Council records lost or damaged through fire / theft etc.		E-mails and electronic records backed up regularly to 'the cloud'. Current paperwork held in fire resistant filing cabinet.	All archive paperwork to be held outside the Clerks house
5	Clerk or Councillor acts ultra-vires Clerk (illness or leaving employment)	Council brought into disrepute Council unable to function due to clerk having laptop or council not having passwords to access information	Council Clerk Council	Councillors and Clerk offered regular training sessions. Policies and advice available from Clerk NALC advisory service available to all Clerk to provide to at least 3 councillors details of all passwords to laptop and relevant programmes such as website and HMRC	Tolerable with no further action needed. Councillors to ensure they have necessary information to continue to function. Contact NPTS for the possibility of Locum Clerk
6	Personnel incapacitated (permanent or temporary)	Lack of continuity Disruption of Service Loss of information	Council Clerk	Shared access to back up of electronic data Website access available through NALC Clerk informs district council immediately of the vacancy so that	Tolerable with no further action needed.

	Pandemic	The ability to meet face to face for meetings and general availability of clerk to the public	Clerk Council	an advert can be placed. If the resignation leaves the council inquorate Clerk to seek advice from District Council Parishioners to have access to clerks email address	To ensure all steps are taken to be able to function correctly
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This document was written by the clerk, Alan Arber