

# LITTLE SNORING PARISH COUNCIL

Clerk: Mrs Joanna Otte, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN; tel. 01328 822366;

Website: <http://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

## Risk Management

The Council is expected to carry out an annual assessment of the risks it is exposed to and identify any actions it considers necessary to minimise those risks, this is also good governance practice. The following table lists the risks involved and recommends necessary actions. The list may not be exhaustive and Members should feel free to consider other risks not identified.

Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low
Insurance cover: policy through Came and Co with Hiscox (including Commercial Legal Protection (DAS) 1 June 2022 – 31 May 2023 (LTA expires May 2025) (excess £250)	Public Liability (statutory)	£10m	low
	Employers Liability (statutory)	£10m	low
	Libel and Slander	£500,000	low
	Employee dishonesty	£150,000	low
	Legal expenses	£500,000	
	Money	£2,500	low
	Property Damage (including Defibrillators and Cabinets)	£5,000	low
	Personal Accident (age 16-90)	capital benefits £100,000, temporary disablement £500pw	low
	Key Person Cover	£250 per week up to total of £2,500	high
	Internet and Email	£500,000	low
	Crisis Management	£500,000	low
	Buildings	£20,542 (Community Room) £1,678 (steel container)	medium
	Street furniture	£19,304 (bus shelter, SAM2)	medium
	Playground equipment	£32,272	medium
	Items not covered by (property damage) insurance 6 dog bins, 3 x Village Signs, mower, strimmer, line marker, 2 x notice boards, 2 x litter bins	Low	
Public injury	Public injury on property owned by Parish Council	Continue with regular inspections Public liability insurance maintained.	medium
Employment	non-compliance	contract of employment (model contract) pension with Norfolk Pension Fund	
Payroll and other data	Loss of data on PC due to system fault	Filing boxes etc. used to store documents many of which are also held electronically on the computer which is regularly backed up.	medium
Employees	Loss of services of employee	Immediately advertise any vacancy (if permanent loss). Request help from other local parish councils or Norfolk ALC to provide locum Clerk.	High
HR	grievance, disciplinary etc.	refer to standard policies in place Seek advice from other agencies such as Norfolk Assoc. of Local Councils, Society of Local Council Clerks	Low
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue to require two signatures on cheques. Record the initials of the two signatories on cheque stubs.	Low

# LITTLE SNORING PARISH COUNCIL

Clerk: Mrs Joanna Otte, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN; tel. 01328 822366;

Website: <http://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low
Bank	Reconciliation	Continue bank reconciliation to cash book on receipt of each statement. Chair to confirm balances on bank statements as reported to Council.	Low
Agency advice	Acting incorrectly	Continue with membership of Norfolk ALC and SLCC or other relevant organisation	Low
Precept	Annual precept not the result of proper detailed consideration Requirements not submitted to the District Council	Council to continue to determine budget in the autumn and complete the relevant form for the District Council.	Low
Bank and Banking (including cash)	Inadequate records financial irregularities Inadequate checks Bank mistakes Loss, Charges	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. These are reviewed when necessary. The bank errors would be discovered when the Clerk reconciles the bank accounts once a month and correction would be requested. No petty cash.	Low
Quotes contracts	Non- compliance	Financial Regulation requires at least three quotations where expenditure exceeds £1,000.	Low
Legal powers	Illegal actions	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. Recommendation: include a reference to the power used. Clerk to receive regular training and have / undertake CiLCA qualification. The 'Local Council Administration' to be used as reference point. Use of advice from Norfolk ALC, SLCC and Monitoring Officer at NNDC. Solicitor's advice to be taken for specialist projects.	Low
Borrowings	non- compliance, inability to repay	Refer to Financial Regulations if required.	Low
Salary and associated costs	Payments not made	Registered with HMRC as employer. Monthly electronic reminders for RFO set up. Respond to reminders from HMRC or Norfolk Pension Fund if payments missed.	Low
Election Costs	risk of election costs	Adequate funds are ring-fenced and considered with budget	Low
VAT	Refunds not claimed	Continue to claim yearly unless amount exceeds £1,000 and if so quarterly. Continue with requirement to report all income to Council.	Low
Accounting	Inadequate monitoring of performance	Bank statements confirmed with bank reconciliation reported at Council meetings Nominated councillor to monitor budget and to carry out internal audit checks.	Low
	Non-standard and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts. Continue to carry out internal audit checks.	Low
	Non-compliance with statutory deadlines for the completion/ approval/ submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines. Continue to carry out internal audit checks.	Low
	Non-compliance with internal audit requirements.	Retain the services of an internal auditor. Council to review all internal audit reports.	Low

## LITTLE SNORING PARISH COUNCIL

Clerk: Mrs Joanna Otte, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN; tel. 01328 822366;

Website: <http://littlesnoringparishcouncil.norfolkparishes.gov.uk/>

Section 137	Control of 'free' spending allowance	Amounts separately identified in minutes and cash book and annual budget so that cost centre is never exceeded.	Low
Minutes / Agenda / Notices / Statutory Documents	Accuracy and legality	The Council has Standing Orders which set out the requirements. The Council Minutes and Agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting: all pages initialled and signed by Chair of meeting, filed sequentially and kept safe. Minutes and Agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair. Councillors adhere to the Code of Conduct.	Low
Members interests	Conflict of interest Register of Members interests	The declaring of interests by members at a meeting is an item on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.	Low
Document control	Loss of documents	Filing boxes used to store documents many of which are also held electronically on the computer which is regularly backed up.	Low
Data Protection	failure to comply	Registered with the ICO (ensure annual registration and review as necessary). Data Protection Policy Data Protection Officer Ensure councillors are adequately trained Maintain information audit for managing personal data Issue privacy statements New projects to refer to Data Protection policy	High
Freedom of Information Act	failure to comply	The Council has a model publication scheme for Local Councils in place.	low
Electors' Rights	Legal liabilities not followed	Notices of meetings and annual audit posted on notice boards and accounts freely available annually or on demand. Public speaking session provided at all Parish Council meetings.	low
Transparency Code	Failure to comply	Put in place in 2015. Maintain website and continue to upload documents as required	low
Little Snoring Playing Field Association	Non-compliance with statutory requirements	Continue to hold separate meetings, maintain minutes and financial records and submit reports to Charity Commission as required.	low
Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low

Updated June and November 2011, May 2015, May 2016, May 2017, May 2018, May 2019, May 2021, May 2022