

# HINDOLVESTON PARISH COUNCIL

Clerk: Mrs Joanna Otte, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN Tel. 01328 822 366 [hindolvestonpc@googlemail.com](mailto:hindolvestonpc@googlemail.com)

## 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: new policy through Came and Co with Hiscox April 2016 (LTA ends 2019) (excess £250)	Public Liability (statutory)	£10m	low
	Hirers Liability	£5m	low
	Employers Liability (statutory)	£10m	low
	Officials Indemnity	£500,000	low
	Libel and Slander	£500,000	low
	Money	Non-negotiable £250,000, negotiable – premises £1,000, - other £1,000	low
	Fidelity Guarantee	£150,000	low
	Increased cost of working	£10,000	low
	Loss of revenue	£10,000	low
	Commercial Legal Protection	£100,000	low
	Office Equipment	£5,000	low
	Personal Accident (age 16-90)	capital benefits £100,000, temporary disablement £500pw	low
	motor no claims discount and loss of motor policy excess	£250 £250	low
	Keyman Cover	£250 per week up to total of £2,500	low
	Business Travel	£1,000 any one claim for cancellation and curtailment only	low
	Internet and Email	£50,000	low
	Crisis Management	£25,000	low
	Contract Works	£75,000	low
	Buildings	£110,602.74 (Millenium Pavilion)	low
	Office Contents	£6,271.19	low
General Contents	£3,763.43	low	
Street Furniture	£9,304.13	low	
War Memorials	£14,903.32	low	
Playground Equipment	£23,011.58	low	
		Items not covered for damage by insurance policy: grit bins, dog bins, rubbish bin	low
Public injury	Public injury on property owned by Parish Council	Continue with regular inspections of playground apparatus <b>Recommend regular inspections of street lights and 6 yearly electrical inspection</b> Continue with Annual Fire Safety checks and PAT testing at Pavilion Public liability insurance maintained.	medium
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. Annual back up on disc held by Chairman	low
Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low

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Employees	Loss of services of employee	Immediately advertise any vacancy (if permanent loss). Request help from other local parish councils or Norfolk Association of Local Councils to provide temporary cover or employ temporary Clerk.	low
Employment	non-compliance	Use model contract. Pension set up with Norfolk Pension Fund	
HR	grievance, disciplinary etc.	Refer to standard policies Seek advice from other agencies such as Norfolk Assoc. of Local Councils	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
Bank	Reconciliation	Continue bank reconciliation to cash book on receipt of each statement. Chairman to confirm balances as reported to Council are as on bank statements.	low
Agency advice	Acting incorrectly	Continue with membership of Norfolk ALC and SLCC	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. Any 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 and 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
Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / 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

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	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
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 Chairman 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 Chairman. 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. Annual back up on disc held by Chairman	low
Data Protection	failure to comply	The Council is registered with the Data Protection Agency, Ensure annual registration (and review as necessary)	low
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	In place since 2015	low
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