

Risk Assessment – Non Financial

HOLLESLEY PARISH COUNCIL

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1. Scope and Objectives

The purpose of this document is to identify potential non-financial risks facing Hollesley Parish Council ('the Council') and how those risks can be managed to ensure the Council is able to deliver the services expected of it.

This document will be reviewed by the Council annually (preferably at the February or March meeting), enabling the Council to:

- a) Appraise itself of identified risks
- b) Agree appropriate actions to minimise the impact of the risks
- c) identify new risks and appropriate measures to manage them
- d) ensure the Council's insurance is adequate for the forthcoming year

2. Introduction

Risk management is NOT just about financial management, but about achieving the objectives of the organisation to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation, reputation and the ability to deliver the expected services.

The new approach to local Council audit seeks to address these issues by placing emphasis on local Council's strengthening their own corporate governance arrangements, improving their stewardship of public funds and improving assurances to taxpayers. In other words, 'the buck' stops with you, the Councillors!

Members are ultimately responsible for risk management because risk threatens achieving the objectives of the Council. As a minimum, members should at least annually formally:

- a) Take steps to identify key risks facing the Council
- b) Evaluate the potential consequences to the Council in the event of an identified risk occurring
- c) Agree upon appropriate measures to avoid, reduce or control the risk or its consequences

All of the above objectives should be served by this document. If they are not, then it is up to the Council to determine how they should be met and to put in place appropriate measures.

This document should be read in conjunction with the current Insurance Policy in force for the Council.

3. Risk Analysis

The following table attempts to identify all non-financial risks and to assign a probability ('Prob') of that risk occurring, and should it occur, its impact ('Imp') on the Council. Both the 'Probability' and 'Impact' of a risk are scored on a 1 – 5 scale; 1 being the lowest score (i.e. very improbable or very low risk) and 5 the highest (i.e. highly probable and very high impact). Both these scores are multiplied to give an Overall Risk Rating (ORR). Any risks over ORR 20 will be reviewed on a monthly basis.

The 'Managed by' column details how the risk is managed, either by protecting the Council from its impact (typically by way of insurance) or by reducing the probability of that risk occurring. All Councillors should be aware of the importance of keeping their register up to date and declaring any interests at meetings as and when appropriate. The below list is not exhaustive and items can be added, amended or removed as and when appropriate.

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken or to be taken
1	Damage or loss to Bus Shelter from vandalism or poor maintenance	3	1	3	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	Feb 2021	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
2	Damage or loss to Seats from vandalism or poor maintenance	3	1	3	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	Feb 2021	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
3	Damage or loss to Litter/Dog Bins from vandalism or poor maintenance	3	1	3	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	Feb 2021	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
4	Issue with Grit Bins lids falling on someone	3	1	3	<ul style="list-style-type: none"> Adequate insurance Residents encouraged to register with Clerk for SCC Insurance 	Feb 2021	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism SCC Insurance to be promoted in 2021

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken or to be taken
5	Damage or loss to Village Signs from vandalism or poor maintenance	3	1	3	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	Feb 2021	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
6	Damage or loss to Notice Boards from vandalism or poor maintenance	3	1	3	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	Feb 2021	<ul style="list-style-type: none"> Review assets annually or after any reported damage/vandalism
7	Issue with land at Recreation Ground from vandalism or poor maintenance	3	2	6	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register Review of land management currently underway with Village Hall Committee 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines
8	Damage or loss to Street Lights from vandalism or poor maintenance	1	2	2	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	Feb 2021	<ul style="list-style-type: none"> Review assets annually or after any reported damage/vandalism
9	Damage or loss to Play Park from vandalism or poor maintenance	3	3	9	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register Quarterly and annual inspections Equipment to be upgraded in 2021 	Feb 2021	<ul style="list-style-type: none"> Quarterly and annual inspections take place by ES Norse Weekly inspections by Councillors
10	Damage to third party property or individuals resulting from the Council providing services or amenities to the public	3	5	15	<ul style="list-style-type: none"> Insurance - public liability cover of £10,000,000 Councillors are required to ensure that any service, product or amenity the Parish Council supplies to the public is in line with the Council's insurers 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken or to be taken
11	Liability claims against assets owned by the Council	3	2	6	<ul style="list-style-type: none"> Insurance - public liability cover of £10,000,000 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines
12	Libel and Slander	1	1	1	<ul style="list-style-type: none"> Insurance – however Councillors must take appropriate steps to ensure they act in line with the Suffolk Code of Conduct (reviewed annually) 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines
13	Business activities are outside the legal powers applicable to local Councils	2	2	4	<ul style="list-style-type: none"> Appropriate training for the Clerk/RFO Retained membership of SALC Council adopted General Power of Competence in May 2019 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines
14	Failure to meet the regulations of employment law and IR protocols	1	2	2	<ul style="list-style-type: none"> Appropriate training for the Clerk/RFO Retained membership of SALC Use of qualified and suitable Internal Auditor 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines
15	Register of Members interests, gifts and hospitality being incomplete, inaccurate or out of date	1	1	1	<ul style="list-style-type: none"> Appropriate training for all Councillors to read and understand guidance from SALC on member's interests, gifts and hospitality Councillors to attend training at least every 4 years Annual reminder to Councillors each May 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken or to be taken
16	Under performance of third parties supplying goods or services to the Council (such as partnership agreements)	2	2	4	<ul style="list-style-type: none"> Ensuring appropriate agreements are in place Having a Service Level Agreement (SLA) or other performance criteria in place Regular review / assessment of performance Swift action at earliest sign of under performance Agreement that performance has met criteria prior to payment (if appropriate) 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines
17	Incorrect use of Section 137 of the Local Government Act 1972	1	1	1	<ul style="list-style-type: none"> Council declared the Power of Competence in May 2019 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines
18	Multiple Freedom of Information Act requests	1	3	3	<ul style="list-style-type: none"> Policy for dealing with 'Freedom of Information Act' requests exists 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines
19	Preservation of records and documents	1	2	2	<ul style="list-style-type: none"> All important Parish Council documentation held cupboard at Hollesley Village Hall (Padlocked) Clerk to keep electronic records of all Parish Council business and to back up once a month to memory stick (to be held offsite by Chair or Vice-Chair) Annual check to see if use of cloud storage is appropriate 	Feb 2021	<ul style="list-style-type: none"> Strict adherence to guidelines

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken or to be taken
20	Issues when SID is moved and/or battery is changed	2	4	8	<ul style="list-style-type: none"> • Training for all SID operators • Yellow fluorescent jackets can be provided • SID to be relocated as per the SCC Guidelines 	• Feb 2021	• Strict adherence to guidelines
21	Lids heavy on troughs at Allotments	1	4	4	<ul style="list-style-type: none"> • Warning provided to all allotment holders • Clips provided for lid to be secured in place 	• Feb 2021	• Strict adherence to guidelines
22	Path through Allotments	3	3	9	<ul style="list-style-type: none"> • Signs put up in Feb 2018 • Path partially resurfaced (February 2019) 	• Feb 2021	• Insurance company contacted for advice
23	Abuse towards volunteers on Speedwatch	3	2	6	<ul style="list-style-type: none"> • Appropriate training • Three adults in attendance at each session 	• Feb 2021	• Strict adherence to guidelines
24	Unauthorised speaking on behalf of the Council	3	3	9	<ul style="list-style-type: none"> • Training • Annual reminder of the Suffolk Code of Conduct • Cllrs. Advised to make any personal comments very clear 	• Feb 2021	• Strict adherence to guidelines
25	Defibrillator not in working order	2	5	10	<ul style="list-style-type: none"> • Annual check by Clerk and a monthly check by a Councillor • Accessories purchased in advance 	• Feb 2021	• Cllr. Langdon to arrange monthly inspections and recording
26	Incident when volunteers are undertaking highways maintenance (e.g. sign cleaning)	3	5	15	<ul style="list-style-type: none"> • Appropriate safety equipment to be available (warning signs, high vis jackets, cones, etc.) • Guidance from SCC Highways followed 	• Feb 2021	<ul style="list-style-type: none"> • Strict adherence to guidelines • Guidelines/Policy to be drawn up and signed by each Volunteer

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Review Date	Action Taken or to be taken
27	Cemetery – All records kept on a shelf in Clerk’s House are at risk of fire or water damage	3	5	15	<ul style="list-style-type: none"> All records are duplicated in electronic form 	Feb 2021	<ul style="list-style-type: none"> HPC currently investigating requirements for keeping paper records and other options – To be resolved by 31st August 2020 Cemetery documentation and processes in process of being updated
28	Cemetery – Accurate Plan of position of Graves is not held and therefore there is a risk that graves may be disturbed	2	5	10	<ul style="list-style-type: none"> Majority of graves have headstones Records are good and up to date 	Feb 2021	<ul style="list-style-type: none"> Excel Database drafted and to be completed by Clerk during 2021

Adopted by Hollesley Parish Council at a meeting on: *18th February 2021*

Signed:

J Hallett

Mrs Judi Hallett
Clerk

H Hughes

Mrs Hazel Hughes
Chair