

Risk Assessment- Non Financial – November 2024

BUCKLESHAM PARISH COUNCIL

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CLERK, BUCKLESHAM PARISH COUNCIL

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1. Scope and Objectives

The purpose of this document is to identify potential non-financial risks facing Bucklesham 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, 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.

Members are ultimately responsible for risk management because risk can threaten the ability of the Council to fulfil its objectives. As a minimum, once a year, members should at least 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 prove not to be, then it is up to the Council to determine how they should be met and to put in place appropriate remedial measures.

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

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 the register up to date and declaring any interests at meetings as and when appropriate. The list below is not exhaustive and items can be added, amended or removed as and when appropriate.

Number	Details	Prob	Imp	Overall Risk Rating	Managed by...	Next Review Date	Action Taken
1	Damage or loss to Bus Shelter from accident, 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 	<ul style="list-style-type: none"> Sept 2025 	Review asset annually or after any reported damage/vandalism
2	Damage or loss to Benches from accident, 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 	<ul style="list-style-type: none"> Sept 2025 	Review asset annually or after any reported damage/vandalism
3	Risk of injury in using Grit Bins or vandalism/damage to them	2	2	4	<ul style="list-style-type: none"> Adequate insurance Annual review of assets identified in Council's Asset Register A list of all regular grit bin users is held by the Clerk in order that they can benefit from SCCs PLI 	<ul style="list-style-type: none"> Sept 2025 	Review asset annually or after any reported damage/vandalism

Number	Details	Prob	Imp	Overall Risk Rating	Managed by ...	Next Review Date	Action Taken
4	Damage or loss to Village Sign from accident, vandalism or poor maintenance	2	1	2	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council's Asset Register 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
5	Damage or loss to Notice Boards from accident, 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 Clerk and Chair only people with key to boards 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> Review assets annually or after any reported damage/vandalism
6	Risk of injury at Playing Field from accident, vandalism or poor maintenance	3	3	9	<ul style="list-style-type: none"> Insurance and its annual review FOPs – Friends Of Playing Field managing day to day inspections Play Equipment managed by qualified inspector - Periodic, Quarterly and annual inspections Annual review of assets identified in Council's Asset Register Volunteer pack given to FOPs members when starting work 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> Review assets annually or after any reported damage/vandalism Promotion of work of FOPs in Bucklesham Bugle newsletter
7	Damage to third party property or injury to individuals resulting from the Council providing services or amenities to the public	3	5	15	<ul style="list-style-type: none"> Insurance – PL cover of £10,000,000 The Council is required to ensure that any service, product or amenity supplied to the public is in accordance with the requirements of the Council's insurers, by means of a Risk Assessment being undertaken and documented prior to any organised event. Strict adherence to Health and Safety Policy 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> Annual inspection of Assets

Number	Details	Prob	Imp	Overall Risk Rating	Managed by ...	Next Review Date	Action Taken
8	Liability claims arising from injury caused by assets owned by the Council	3	2	6	<ul style="list-style-type: none"> Insurance – Public Liability cover of £10,000,000 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> See actions against specific assets
9	Libel and Slander	1	1	1	<ul style="list-style-type: none"> Insurance in place (excess of £500,000 Notified to Councillors annually) Clerk to remind Councillors of the Suffolk Code of Conduct annually Councillors signed up to the Civility and Respect Pledge 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> Training organised for all Councillors
10	Business activities outside the legal powers applicable to local Councils	2	2	4	<ul style="list-style-type: none"> Appropriate training for the Clerk/RFO Clerk is CiLCA qualified Continued membership of SALC Monitored by Internal Auditor 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> The Power of Competence re-declared in May 2023 after the elections
11	Failure to meet the regulations of employment law and HMRC protocols	1	2	2	<ul style="list-style-type: none"> Appropriate training for the Clerk/RFO Continued membership of SALC Pay Roll Service provided by SALC 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> None
12	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 Councillors and Clerk Councillors to read and understand guidance from SALC on members' interests, gifts and hospitality Councillors receive regular training 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> Strict adherence to guidelines Annual reminder to all Councillors to check their entry in the register (at the May meeting)

Number	Details	Prob	Imp	Overall Risk Rating	Managed by ...	Next Review Date	Action Taken
13	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) 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> None
14	Incorrect use of Section 137 of the Local Government Act 1972	1	1	1	<ul style="list-style-type: none"> Appropriate training for Councillors and Clerk Councillors to ensure that when approving payments each payment is within appropriate statutory power 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> Strict adherence to guidelines G P of C has been declared so unlikely to use S137
15	Multiple Freedom of Information Act requests	1	3	3	<ul style="list-style-type: none"> Policy for dealing with 'Freedom of Information Act' is in place Engagement with residents is a priority for the Council. We share as much information as possible through various media to try to avoid multiple information requests 	<ul style="list-style-type: none"> Sept 2025 	<ul style="list-style-type: none"> Strict adherence to Council policy

Number	Details	Prob	Imp	Overall Risk Rating	Managed by ...	Next Review Date	Action Taken
16	Preservation of records and documents	1	2	2	<ul style="list-style-type: none"> All important Parish Council documentation is held in the Suffolk Records office; current documentation held at Clerk's address Clerk to keep electronic records of all Parish Council business on memory stick (to be held by Chair or Vice-Chair) and updated regularly 	Sept 2025	<ul style="list-style-type: none"> None Clerk update memory sticks given to Chair and Vice Chair on a bi-monthly basis
17	Defibrillator not maintained or functioning	2	5	10	<ul style="list-style-type: none"> Annual inspection by Clerk and Chair as part of the Asset Review Weekly inspections by village volunteer and Clerk when accessing Village Hall 	Sept 2025	<ul style="list-style-type: none"> Regular users of the Village Hall have been asked to check the device (external inspection of indicator disc) Clerk ensures annual maintenance by qualified party Replacement of battery and pads diarised.
18	Health and Safety risks to volunteers and to the general public from footpath grass cutting, hedging and related activities undertaken by village volunteers	2	4	8	<ul style="list-style-type: none"> Each task is individually risk assessed Volunteers are briefed on safe practices prior to commencement Volunteers to wear BPC Hi Viz vests Records are kept by the Leader. Maintenance work for SCC is covered by their insurance policies and VV Leader submits regular risk assessments and log records of work to the SCC Rights of Way Officer 	Sept 2025	<ul style="list-style-type: none"> None necessary

19	Data held by Clerk at risk if the Clerk leaves the Council not on good terms	1	5	5	<ul style="list-style-type: none"> • Copy of data passed to Chair and Vice Chair bi-monthly • Clerk set up a separate 'Administrators Password', only known to the Chair and Vice-Chair 	<ul style="list-style-type: none"> • Sept 2025 	<ul style="list-style-type: none"> • None necessary
20	Risk of Injury on Allotments or damage and vandalism on them	1	3	3	<ul style="list-style-type: none"> • Allotment Tenants and Councillors only to be on site • Tenants are responsible for managing their own site and insuring their individual plot 	<ul style="list-style-type: none"> • Sept 2025 	<ul style="list-style-type: none"> • Provide signs saying not a public space
21	Issues when SID is moved or battery changed	2	4	8	<ul style="list-style-type: none"> • Training for SID operatives • Yellow fluorescent jackets to be worn • Volunteers always work in pairs 	<ul style="list-style-type: none"> • Sept 2025 	<ul style="list-style-type: none"> • Strict adherence to guidelines
22	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 	<ul style="list-style-type: none"> • Sept 2025 	<ul style="list-style-type: none"> • Strict adherence to guidelines

Adopted by Bucklesham Parish Council at a meeting on: *13th November 2024*

Signed:

Ruth Johnson

Ruth Johnson
Clerk

Clive Lenton

Clive Lenton
Chair

Version Control

Date	Details	Next Review
10th September 2020	First Publication in this format	September 2021
1st September 2021	Review & Amend Clerk's details	September 2022
7th September 2022	Annual Review	September 2023
6th September 2023	Annual Review	September 2024
13th November 2024	Annual Review	September 2025