

GREAT WITCHINGHAM PARISH COUNCIL

RISK ASSESSMENT & MANAGEMENT

LEGEND : L = Low M = Medium H = High

AREA	RISK	LEVEL	CONTROL
FINANCIAL			
Financial Mis-management	Loss of money or goods caused by accident, fraud or dishonesty. Precept request not submitted by due date. VAT not reclaimed. HMRC/Pension Provider responsibility not maintained	L	Financial Regulations Insurance in respect of money loss All invoices uploaded to shared area for all councilors to inspect, payment list is signed by the chair – this is uploaded to the shared area. Bank statements/downloaded summaries are presented to Parish Council meetings & reconciled with summary of accounts (Bank Reconciliation). Available to all councillors as part of meeting documents. Signed by Chair and uploaded Precept determined in good time at budget meeting in November. Uploaded precept request in shared area as part of the meeting documents. VAT is calculated by Scribe and is auto generated at the end of the year. Pension is outsourced.

ASSETS			
Community & Physical Assets	Assets stolen or missing Assets damaged Damage/injury to third party	L	Asset Register maintained and reviewed. Regular visual inspections. Damaged asset disabled or made safe and repaired without unnecessary delay. Loss or stolen assets reported to the police.
Council Records	Loss of paper records through theft, fire or damage.	L	Inherited records and onwards from July 2017 are kept at the Clerk's home. Actively moving towards all items held in the 'cloud'. Other historic documentation is deposited with Norfolk Records Office as recorded
	Loss of electronic records through theft, fire, damage or corruption of IT	L	Electronic records are stored on the Council computer and Cloud password protected.

LEGAL REQUIREMENTS			
Illegal activity or payments (Ultra Vires)	Council brought into disrepute	L	All activity and payments are within the powers of the parish council and resolved and minuted at PC meetings. The presiding member of a meeting ensures an intelligible and lawful decision is reached for the right reasons. Clerk & Councillors have access to regular training sessions. Policies are reviewed and updated when necessary Council is a member of Norfolk Association of Parish & Town Councils which gives subscription to NALC.
GDPR Compliance	Risk to personal reputation Holding excessive data Fine/Compensation Time to comply	M	Secure storage Record Management Training Data Protection Policy & Privacy Statement & Notice(s) Information Audit.
IT related risk	IT policy breached	L	Ensure all users are aware of the policy.
Injury on Council Assets	Injury to a resident	L	Insurance Purchased. Regular inspections and ROSPA annual inspections. Inspection records retained.
PERSONNEL			
Loss of Personnel (Clerk & Councillors - Permanent or Temporary)	Lack of continuity Disruption of Service Loss of Information	H	Council to assess for self management or seek locum support from NflkALC or NPTS in respect of loss of clerk. SAPPP stipulate the Chair should not be the Clerk. A RFO should be appointed at all times. Clerk to inform District Council if permanent Councillor loss

			leaves the Council inquorate.
Personal Accident to Councillor or Clerk . Libel & Slander claim Legal expenses accrued	Legal action	L	Insurance purchased. Risk assessments undertaken

This assessment will be reviewed periodically to confirm its continuing accuracy and relevance or when circumstances change and will be amended and reissued as may be found necessary

Dawn Clarke, Updated 3-2026, review yearly.

