Postwick with Witton Parish Council Risk Assessment

Reviewed & Adopted **7th November** 2024–to be reviewed again in 3 months due to status of some identified risks. **Next review date February 2026**

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Postwick with Witton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	R/A/G Status	Management / Control of Risk	Review / Asses / Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	G	To determine the precept amount required, the Council regularly Receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk/RFO. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Broadland & South Norfolk District Council (BSN DC). The figure is submitted by the Clerk/RFO in writing. The Clerk/RFO informs the Council when the monies are received.	Existing procedure adequate.
Precept	Capability of BSN DC to collect and pay over precept to Council	G	The Parish Council is reliant on BSN DC to collect and distribute the precept on its behalf. BSN DC understands the importance of prioritising parish precepts. If the precept was delayed or reduced, the Parish Council retains enough reserves to continue operations in the short term, and could then adjust the current year's budget if needed.	Existing procedure Parish Council has built up required reserves and has a reserves policy in place

Financial Records	Inadequate records Financial irregularities	**G**	The Council has Financial Regulations.	Existing procedure adequate. Review the Financial regulations when necessary and adopted annually
Bank and banking	Inadequate checks Banks mistakes	**G**	The Council has Financial Regulations which set out banking procedures and requirements. Two signatures/authorisation (written or electronic) are required for every payment. Monthly reconciliation and issued at every parish meeting	Existing procedure adequate Existing procedure adequate
Internal Controls	Financial mismanagement – fraud/error Non-compliance & inaccurate reporting	**G**	The Council has internal controls in place to ensure accurate financial recording, protect against fraud, and comply with legal requirements, thereby maintaining financial integrity and public trust in its operations.	Existing procedure adequate Two councillors are nominated for carrying out internal control checks
Reporting and auditing	Information communication	**G**	Financial information is a monthly agenda item (Finance Report) and discussed/reviewed and all payments approved at each meeting. Quarterly review carried out on actual and predicted spend.	Existing procedure adequate
CIL Money and Grants	Receipt and spend of CIL and Grants	**G**	The Parish Council records all CIL and Grants received both in the monthly meeting minutes and the amounts are separately recorded in the monthly accounts. Any spend from these accounts has to be approved by Council and recorded in the minutes.	Existing procedure adequate
Best value accountability	Work awarded Incorrectly	**G**	Normal Parish Council practise is to always seek three quotations for any substantial work to be undertaken. For major work competitive tenders would be sought and in accordance with adopted Procurement, Standing Order and Financial policies.	Existing procedure adequate Include when reviewing associated policies
	Overspend on services	**G**	If problems encountered with a contract the Clerk would investigate the situation and report to the Council	

Salaries and Associated costs	Salary paid incorrectly Unpaid Tax to HMRC	**G**	Clerk responsible for paying all employees (currently only one – the Parish Clerk/RFO) and all NI and Tax due in accordance with HMRC regulations. Pay role set up with HMRC online.	Existing procedure adequate
VAT	Reclaiming	**G**	The Council has Financial Regulations which set out the requirements and VAT are reclaimed on a regular basis during the financial year, on line	Existing procedures adequate
Annual Return	Submit within time limits	**G**	Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate
Legal Powers	Illegal activity or payments	**G**	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality Business conduct	**G**	Minutes and agenda are produced in the prescribed manner by the Clerk to meet legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed (physical and on line) according to legal requirements. Business conducted at Council meetings managed by the Chair all in accordance with legal requirements and Standing Orders.	Existing procedures adequate. Members adhere and sign up to Code of Conduct each year
Members interests	Conflict of interests Register of members interests	**G**	Declarations of interest by members at Council meetings. Register of member's interest's forms reviewed regularly.	Existing procedures adequate. Members responsible to update register

Insurance	Adequacy Cost Compliance Fidelity Guarantee	G G G G A	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed Annually
Data protection / GDPR	Policy provision	G	The Parish Council is committed to uphold GDPR and the relevant UK data protection regulation. Currently in Draft.	Policy adopted 6 June 2024. Annual renewal of registration is in place
Grievance Policy	Policy Provision	G	The Council has policy in place	Policy adopted 3 July 2024
Safeguarding Policy	Policy provision	G	The Council has a policy in place	Policy adopted 5th December 2024, reviewed 4th October 2025
Equal Opportunities	Policy Provision	G	The Council has a policy in place	Policy Adopted 7 November 2024, reviewed Oct 2025
Health & Safety Policy	Policy Provision	G	The Council has a policy in place	Policy adopted September 2025
Co-Option Policy	Policy Provision	R	The Council has a policy in place	Policy adopted March 2025
Communication Policy	Required	R	The Council has no policy in place	Started
Biodiversity	Required	R	The Council has no policy in place	Policy to be introduced
Record management & Retention	Required	R	The Council has no policy in place	Policy to be introduced
Freedom of Information	Policy Provision	R	The Council has no Model Publication scheme in place	Policy to be introduced

PHYSICAL EQUIPMENT and AREAS

Assets	Loss, theft or damage	**G**	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Loss or damage Risk/damage to person or property	**G**	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured	Existing procedures adequate
Notice Board	Risk of damage	**G**	The Parish Council currently has one notice board. No formal inspection procedures are in place but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	**G**	The Parish Council meetings are held at Postwick Village Hall which is considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	**G**	The Parish Council electronic records are stored electronically and in Microsoft cloud storage. Backups of electronic data are made at regular intervals to cloud backup storage.	Existing procedures adequate
	Password Security	**G**	Passwords used by the Clerk/RFO are kept in a sealed and signed envelope by the Chair or Vice Chair to be opened in emergency only in the presence of another Councillor	

Council Records – paper	Loss through: Theft, fire damage	**G**	Most records kept are electronic but paper records are kept in a locked cabinet located at the Village Hall meeting room	Existing procedures adequate
Playground	Damage or Broken Equipment	**G**	Internal weekly and monthly inspections carried out. Annual external inspection carried out.	Person trained to carry out the weekly/monthly inspections Annual inspection carried out by ROSPA
Public Liability	Risk to third party, property or individuals	**G**	Insurance is in place. Risk assessments regularly carried out to ensure compliance.	Existing procedures adequate