

KEDINGTON PARISH COUNCIL

RISK ASSESSMENT

NON-FINANCIAL

1. Scope and Objectives

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

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 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 to or loss of benches, dog litter bins and general litter bins 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 Street Furniture Condition Report 	Nov 2025	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
2	Risk of injury using grit bins or vandalism/damage to them or poor maintenance	2	2	4	<ul style="list-style-type: none"> Insurance and its annual review Annual review of assets identified in Council’s Street Furniture Condition Report 	Nov 2025	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism.

Number	Details	Prob	Imp	Overall Risk Rating	Managed by	Next Review Date	Action Taken
3	Damage to or loss of 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 Street Furniture Condition Report 	Nov 2025	<ul style="list-style-type: none"> Review asset annually or after any reported damage/vandalism
4	Damage to or loss of notice boards 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 Street Furniture Condition Report Clerk only person with key to boards 	Nov 2025	<ul style="list-style-type: none"> Review assets annually or after any reported damage/vandalism
5	Risk of injury using play equipment and outside gym equipment from accident, vandalism or poor maintenance.	2	3	6	<ul style="list-style-type: none"> Insurance and its annual review Subject to monthly inspections by West Suffolk Council Parks Services Play Inspector and annual inspections by an independent provider 	Nov 2025	<ul style="list-style-type: none"> Review assets monthly and annually or after any reported damage/vandalism

Number	Details	Prob	Imp	Overall Risk Rating	Managed by	Next Review Date	Action Taken
6	Damage to or loss of Silver Street Park gazebo 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 Street Furniture Condition Report 	Nov 2025	<ul style="list-style-type: none"> Review assets annually or after any reported damage/vandalism
7	Damage to third party property or injury to individuals resulting from the Council providing services or amenities to the public	2	5	10	<ul style="list-style-type: none"> Insurance – Public Liability 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 	Nov 2025	<ul style="list-style-type: none"> Review assets annually or after any reported damage/vandalism

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 	Nov 2025	<ul style="list-style-type: none"> See actions taken against specific assets
9	Libel and Slander	1	1	1	<ul style="list-style-type: none"> Insurance – cover of £500,000 Clerk reminds Councillors of the Suffolk Code of Conduct annually 	Nov 2025	<ul style="list-style-type: none"> Training for 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 Continued membership of SALC Monitored by Internal Auditor 	Nov 2025	<ul style="list-style-type: none"> Clerk is studying for the CiLCA with the aim of declaring the Power of Competence following the next 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 	Nov 2025	<ul style="list-style-type: none"> Clerk is studying for the CiLCA with the aim of declaring the Power of Competence following the next elections

Number	Details	Prob	Imp	Overall Risk Rating	Managed by	Next Review Date	Action Taken
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 	Nov 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)
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) 	Nov 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 is within the appropriate statutory power 	Nov 2025	<ul style="list-style-type: none"> • Strict adherence to guidelines

Number	Details	Prob	Imp	Overall Risk Rating	Managed by	Next Review Date	Action Taken
15	Multiple Freedom of Information Act requests	1	3	3	<ul style="list-style-type: none"> Policy for dealing with such requests 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 	Nov 2025	<ul style="list-style-type: none"> Strict adherence to Council policy
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 is held in Clerk's office Clerk keeps electronic records of all Parish Council business on computer and in Dropbox cloud facility. 	Nov 2025	<ul style="list-style-type: none"> Documentation deposited when appropriate Dropbox subscription renewed annually
17	Data held by Clerk at risk if the Clerk leaves the Council on bad terms	1	5	5	<ul style="list-style-type: none"> Electronic records of all Parish Council business kept on computer and in Dropbox cloud facility that Chair has access to. 	Nov 2025	<ul style="list-style-type: none"> None

Adopted by Kedington Parish Council at its meeting on 19th November 2024

Review Date November 2025