BRANDESTON PARISH COUNCIL

Clerk@Brandeston.net

General Risk Assessment and Management 24/25

Adopted:

Area	Risk	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of risk	Review/Action required
Assets	Protection of physical assets including notice boards, SID etc.	M	H	Insurance in place. Value increased as necessary, and Asset Register kept. Review risk assessment annually along with periodic inspections. Action any defects quickly after notification.	Review insurance and Asset Register annually.
Finance	Banking (errors or irregularities)	L	L	Adherence to adopted financialregulations. Internal controls in place and annual audit undertaken.	Review insurance and Financial Regulations annually.
	Risk of loss of income - precept	L	M	Ensure adequate reserves. Review insurance annually.	Review General Reserves policy annually.
	Loss of cash through theft or dishonesty	L	L	Adherence to adopted Financial Regulations. Review insurance annually.	Review insurance and Financial Regulations annually.
	Financial controls and records	L	L	Adherence to adopted Financial Regulations. Internal controls in place and annual audit undertaken.	Review Internal Controls and Financial Regulations annually.
	Compliance with VAT Regulations, PAYE & NI	L	H	Comply with HMRC regulations with support from SALC payroll. Annualreturns to be made.	Maintain existing procedures.

	Budget preparation and cash-flow (inadequate)	L	M	Sound budgeting to underline annual precept. Precept derived directly fromactuals, forecasts and future need.	Maintain existing procedures – Council to receive monitoring reports at Council meetings.
Liability	Risk to third party, property or individuals	M	M	Public Liability Insurance in place. Review insurance cover annually.	Action any defects after notification.
	Compliance with Law (Employment, transparency, FoI etc.)	M	M	Membership of national and regional bodies, i.e. NALC & S A L C . Employer Liability Insurance in place. Annual Audit undertaken.	Maintain existing procedures.
	Ensuring activities are within legal powers	M	H	Training for Clerk & Councillors as required.	Advice to be sought where necessary. Continuous professional development of Clerk.

Administration	Incomplete register of interests (Councillor)	M	L	Regular reminder to members. Code ofConduct shared with Councillors annually. Training available.	Code of Conduct shared at APM.
	Business Continuity / Loss of Council records	L	H	Back up files, passwords held securely.	Maintain existing procedures.
	Long-term adverse impacts from poor decision-making or poor implementation. Reputation damage and loss of confidence	L	H	Adherence to adopted Standing Orders – reviewed annually. Code of Conduct Adherence to policies and procedures by all staff and Councillors.	Maintain existing procedures. Training opportunities available.

	Loss of Clerk	L	H	Councillors able to recruit person to fill vacancy.	Maintain good working relationships, good employment and working conditions.
Contractors	Lack of professionalism and non-compliance with law and procedures	M	M	Follow procurement procedures as set out in Financial Regulations. Request copies of contractor's insurance, risk assessment and method statement where appropriate.	Review Financial Regulations annually.

Procedural reviews

Council Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Insurance	Annually	Clerk		October 2024
Internal Controls	Annually	Clerk		March 2025
Assets inspection	Several per year	Councillors		Ongoing
Update Asset Register	Annually	Clerk		March 2025
Banking arrangements	Annually	Clerk		January 2025
Budget & precept agreed	Annually	Full Council		January 2025
Budget monitored	At Parish Council Meetings	Full Council and Clerk	At full Council meetings	Ongoing
Bank reconciliation	At Parish Council Meetings	Full Council and Clerk	At full Council meetings	Ongoing
Financial Regulations	Annually	Full Council and Clerk		November 2024
General Risk Assessment	Annually	Full Council and Clerk		March 2025
General Reserves Policy	Annually	Full Council and Clerk		March 2025
Register of Interests	At Parish Council Meetings	Individual Councillors	Updated as changes occur	Ongoing
Staff appraisals, including pay, contracts	Annually	Full Council and Clerk		January 2025
Internal Audit	Annually	Internal Auditor		July 2024
Minutes signed	At Parish Council Meetings	Chair		Ongoing
Standing Orders	Annually	Full Council and Clerk		October 2024