Trowse with Newton Parish Council

Risk Management Policy and Risk Register

What is Risk Management?

Risk is a threat that an event or action will adversely affect the Council's ability to achieve its objectives, implement its strategies and provide its services. Risk management is the process by which risks are identified, evaluated, addressed, and reviewed. The Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible. The Council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic, and focused approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

Objectives

The objectives of the risk management policy are to:

- Integrate risk management into the culture of the Council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions

- Incorporating risk management considerations into Council processes
- Providing appropriate training
- Establishing clear roles, responsibilities, and reporting lines
- Effective communication with, and active involvement of, employees.

Risk Register

The risk register enables the Parish Council to assess the risks that it faces and confirm that it has taken appropriate steps to manage those risks.

The Council has broken the risks into these areas:

1. Financial activities (pages 3 – 8)
2. Personnel and Communications activities (pages 9 – 16)
3. Full Council activities (pages 17 – 25)
4. Open Spaces activities (pages 26 – 28)

The risks are identified, assessed, and recorded on the following risk register and will be reviewed by the Council not less than annually.

Finance

Subject	Risks Identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Annual Governance and Accountability Return (AGAR)	Not submitted on time Failure to adhere to audit requirements Errors in records/submission Failure to publicise accounts	L L L L	1. Financial Regulations: The Parish Council maintains Financial Regulations that outline requirements beyond those defined by the statutory audit process. Guidelines and available assistance ensure that risks associated with the process are kept to a minimum. Similarly, the risk of errors is low due to the Council's financial monitoring and management procedures. 2. AGAR scrutiny: The Annual Governance and Accountability Return (AGAR) undergoes scrutiny by both the Council and internal auditor before submission to the external auditor. Any identified errors or omissions would typically result in minor fines, indicating the Council's commitment to accuracy and compliance with financial regulations.	Existing procedures adequate.
Insurance Cover	Adequacy Cost Compliance Fidelity Guarantee	L L L M	1- Adequacy of Coverage: The Parish Council ensures that their insurance coverage adequately protects against potential risks and liabilities. This includes regularly reviewing policies to identify any gaps or deficiencies and adjusting coverage as needed to ensure comprehensive protection. 2- Compliance with Regulations: Compliance with insurance regulations and legal requirements is crucial. The Council maintains detailed records of insurance policies, premium payments, and coverage details to ensure compliance with regulatory standards. They also stay in regular communication with insurers to address any compliance issues promptly. 3- Fidelity Guarantee: Implementing fidelity guarantee measures is essential to protect the Parish Council against fraudulent activities and financial losses. The Council establishes robust internal controls and segregation of duties to minimise the risk of unauthorised transactions and misconduct.	Existing procedure adequate. Review insurance provision annually. Review of compliance.

Lack of planning and budgetary controls.	Lack of direction and prioritisation; insufficient funds to cover spend	L	1- Clear Objectives: The Parish Council outlines objectives to serve the community, including enhancing local amenities and addressing residents' concerns. 2- Planning ahead: Collaborative efforts are made to develop plans that adapt to community needs. 3- Financial Responsibility: Resources are allocated responsibly to support Council activities, maintaining a balanced budget aligned with community priorities. 4- Effective Tools/Software: Fiscal management systems are implemented to track expenses transparently. Training ensures proficiency among Council members and staff. 5- Accountability: Roles and responsibilities for fiscal management are clearly defined, fostering transparency and trust. 6- Continuous Improvement: Regular evaluations gauge the effectiveness of Council initiatives and financial practices. Feedback guides improvements to meet evolving community needs.	Need to look at current short and long term plans, also review policy and update accordingly.
Elections Costs	Risk of an election cost	L	Estimating Election Costs: Obtaining cost estimates from the Borough/County Council for full and uncontested elections allows the Parish Council to budget effectively. Understanding potential expenses (additional staff, etc) helps allocate resources and manage financial risks.	Need to review current policy and update accordingly.
Insolvency of insurance company.	Loss of coverage	L	1- Insurance Company: The Parish Council has a policy with a large insurer.	Annual check
Best value Accountability	Work awarded incorrectly Overspend on services	L M	1- Obtaining Multiple Quotations: Seeking several quotations for significant work or goods is standard practice in procurement. It promotes competitive pricing and allows the Council to assess different options before deciding. This approach fosters transparency and demonstrates responsible management of public funds. 2- Formal Competitive Tenders for Major Contracts: Major contract services are awarded through formal competitive tenders, ensuring a fair and structured selection process for vendors. Competitive tendering encourages supplier competition, enhances value for money, and helps secure the best service terms for the Council. 3- Investigating Contractual Problems: When contract issues arise, prompt investigation is crucial. The Clerk investigates the matter by reviewing contract terms, researching the problem, and presenting findings to the Council. This initiative-taking approach enables	Need to review current policy and update accordingly. Review Financial Regulations regularly.

			effective resolution of contractual challenges and protects the Parish's interests.	
Loss of money at Bank	Parish Precept/public funds	L	1- Divide Reserves: Implementing a strategy to divide reserves among three different banks is a prudent risk management approach. This strategy helps mitigate potential financial losses in the event of adverse circumstances impacting one bank. By diversifying reserves across multiple accounts/banks, the risk exposure is reduced, thus minimising the impact of potential failure of any single bank. 2- Financial Services Compensation Scheme: The Financial Services Compensation Scheme (FSCS) offers protection to depositors in the event of a bank or building society failure. It provides coverage of up to £120,000 per authorised bank or building society. This means that if a bank were to fail, depositors could receive compensation of up to £120,000, per bank, subject to certain terms and conditions.	Need to review current policy and update accordingly.
Financial Records/reporting/auditing	Inadequate records Financial irregularities	L L	1. Financial Regulations: The Parish Council has established Financial Regulations that outline the requirements and procedures for handling finances. 2. Audits: The Parish Council conducts its own audits semi-annually as part of its initiative-taking approach to financial oversight and accountability. These audits entail a comprehensive review of financial records, transactions, and processes to evaluate their accuracy, completeness, and conformity with pertinent regulations and standards. By undergoing regular audits, the Council identifies areas for enhancement, reinforces internal controls, and upholds the credibility and dependability of financial reporting practices. 3- The Council also has an internal audit at the time of the AGAR along with an external audit that is required by law. 4- Fidelity Insurance Guarantee Compliance: Compliance with fidelity insurance guarantee requirements is vital for protecting organisations against financial losses from fraudulent acts by employees or officials. This compliance typically involves implementing internal controls, conducting regular audits, and maintaining accurate financial records.	Need to review current policy and update accordingly.
Bank and banking	Inadequate checks Bank mistakes Loss	L L L	1. Financial Regulations: The Parish Council has established Financial Regulations that outline the requirements and procedures for handling finances. 2. Monthly Bank Reconciliation by Finance Officer: Conducting monthly bank reconciliations by the Finance Officer is a standard	Need to review current policy and update accordingly. Review the Financial Regulations when necessary and bank

	Charges	L	accounting practice aimed at ensuring the accuracy and integrity of financial records. By comparing transactions recorded in the Council's accounting system with those reported in the bank statements, discrepancies can be identified, and all transactions can be accounted for correctly. 3. Regular Review of Banking Arrangements by Clerk: The regular review of banking arrangements by the Clerk is crucial for maintaining effective financial controls and optimising banking services. This involves assessing the Council's banking relationships, evaluating service fees, exploring opportunities for cost savings, and ensuring that banking practices align with the Council's needs and objectives. Such reviews help ensure that the Council's financial resources are managed efficiently and responsibly.	signatory list, when necessary, especially after an AGM and an election. Monitor the bank statements monthly.
VAT	Re-claiming/ charging VAT analysis Charged on purchases Claimed within time limits	M M L L	1- Financial Regulations: The Parish Council has established Financial Regulations that outline the requirements and procedures for managing finances, including the handling of VAT. 2- VAT Return Submission: The Parish Council submits a VAT return to the relevant tax authority (such as HM Revenue & Customs in the UK) every 6 months. This return includes details of VAT paid on purchases. 3.-Agreement of Returns Submitted: The Parish Council ensures that the VAT returns submitted are accurate and in accordance with the financial regulations and tax laws. This may involve reconciling transactions, ensuring proper documentation, and verifying the accuracy of VAT calculations.	Need to review current policy and update accordingly.
VAT errors	Failure to reclaim VAT can incur losses	L	1- VAT on All Invoices Recorded: The Parish Council ensures that VAT on all invoices is accurately recorded. This means that whenever goods or services are purchased that include VAT, the VAT amount is properly accounted for and recorded in the Council's financial records. 2- Claimed at least every 6 Months: VAT returns to the tax authority on a bi-annual basis. 3- VAT Column Incorporated into Expense Report: The expense reports generated by the Parish Council include a specific column or section for recording VAT amounts. This allows for easy identification and tracking of VAT associated with various expenses incurred by the Council. 4- VAT Records Available Separately: The VAT records are kept separate from other financial records, making them easily	

			accessible for review, audit, or reference purposes. This separation helps ensure that VAT-related transactions can be accurately tracked and accounted for.	
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect	L L L	1- Financial Regulations: The Parish Council has established Financial Regulations that outline the requirements and procedures for handling finances. 2- Distribution of Invoices for Approval: Providing Councillors with a pre-meeting list of invoices awaiting approval fosters transparency and allows for thorough review of proposed expenditures. This advanced distribution enables Councillors to scrutinise expenses, seek clarification, and make informed decisions during Council meetings. 3- Approval of Payment Requests: Requiring dual approval of payment requests by two Councillors enhances accountability and oversight in expenditure processes. This protocol helps mitigate risks such as errors, fraud, or unauthorised payments by ensuring rigorous review and scrutiny before funds are paid. 4- Clerk's Review: The Clerk's pre-meeting review of finances adds an additional layer of validation, ensuring adherence to established financial procedures and regulations. By verifying payment requests, the Clerk identifies and addresses discrepancies or irregularities, contributing to the integrity of the fiscal management process.	Need to review current policy and update accordingly. Review the Financial Regulations when necessary.
Reporting and Auditing	Information communication Compliance	M M	1- Full List of Payments, Receipts, and Cheques: The practice of presenting a comprehensive list of payments, receipts, and cheques at each full Council meeting is standard in many local government bodies. This practice ensures that Council members review and approve all financial transactions before funds are disbursed, promoting transparency and accountability. It allows members to scrutinise expenses, ensuring alignment with budgetary priorities and policies. 2- Regular Internal Audits: Regular internal audits are crucial for ensuring compliance with financial regulations and standards, as well as maintaining the integrity of financial operations. These audits help identify potential risks, control weaknesses, and areas for improvement in fiscal management practices. They also aid in detecting and preventing fraud, errors, and irregularities in financial transactions. 3- Fidelity Insurance Guarantee Compliance: Compliance with fidelity insurance guarantee requirements is vital for protecting	Need to review current policy and update accordingly.

			organisations against financial losses from fraudulent acts by employees or officials. This compliance typically involves implementing internal controls, conducting regular audits, and maintaining accurate financial records.	
Investments	Loss of surplus funds due to bad investments	L	1- Due Diligence in Investment Decisions: The Council emphasises thorough research and professional consultation to align investments with its risk tolerance and financial goals. 2- Diversification of Investments: Investments are diversified across various assets to mitigate risks and prevent over-reliance on any single investment. 3- Adherence to Investment Policies: Clear guidelines for investment decisions are established, with regular reviews conducted to ensure compliance with objectives and regulatory standards. 4- Monitoring and Performance Evaluation: Robust monitoring systems are in place to track investment performance against benchmarks, allowing for timely adjustments when necessary.	Need to review current policy and update accordingly.
Reserves - General	Inadequate to cover expenditure	L	1- Adherence to Reserve Policies: Clear and robust reserve policies are established and followed, outlining guidelines for reserve management, and ensuring prudent financial decision-making. 2- Monitoring and Reporting: Implementing thorough monitoring and reporting mechanisms (Finance committee) enables the Council to track the performance of its reserves closely and promptly address any emerging risks or issues. 3- Emergency Funds: Maintaining emergency funds within reserves provides a financial buffer to address unforeseen expenses or emergencies without compromising the Council's financial stability. 4- Transparency and Accountability: Promoting transparency and accountability in reserve management practices ensures that Council members and stakeholders are kept informed about financial matters and can provide input on risk mitigation strategies.	Need to review current policy and update accordingly. Review Financial Regulations regularly.

Personnel and Communications

Subject	Risks Identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Council lacks relevant skills and commitment	Council fails to achieve its purpose. Decision making bypasses Council. Poor value for precept money.	L L	1- Skills Assessment and Training: The Parish Council conducts a skills assessment to identify areas where Council members may lack expertise or knowledge. Training programs, workshops, and resources are provided to enhance skills in governance, finance, planning, and community engagement. 2- Encouragement of Professional Development: Members of the Council are encouraged to participate in professional development opportunities, including conferences, seminars, and networking events. 3- Promotion of Commitment and Accountability: A culture of commitment and accountability is fostered within the Parish Council. Clear expectations for attendance, participation, and contribution from all members are set. Members are held accountable for fulfilling their responsibilities, and a register is maintained to review attendance.	Need to review current policy/recruitment/support documentation and update accordingly. Update the attendance registry.
Salaries and associated costs.	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of Tax Unpaid contributions to the Inland Revenue	L L L L L L	1-Appointment of Employees: Authorising the appointment of all employees at Council meetings ensures transparency and accountability in the hiring process, as decisions are made collectively by the Council. 2- Annual Salary Assessment: Annual assessment of salary rates by the Council and subsequent application on 1st April each year ensures that employees receive fair compensation, and adjustments are made to reflect changes in market conditions or cost of living. 3- Regular Salary Payment: Payment of salaries by bank transfer on the 21st of each month provides employees with consistent and timely compensation for their work. 4- Accurate Payroll Deductions: Using certified payroll software for calculating income tax, National Insurance, and other deductions ensures accuracy and compliance with regulatory requirements. 5- Timely Deductions Payment to HMRC: Monthly payment of all deductions to HMRC and reconciliation against the financial system demonstrates compliance with tax obligations and responsible fiscal management.	Existing appointment and payment system is adequate.

			6- Internal Audit Scrutiny: Internal audit scrutiny of salary policies and procedures twice a year enhances oversight and helps ensure adherence to best practices and regulatory standards. 7- Handling Correspondence from HMRC: Dealing with correspondence from HMRC promptly and ensuring correct tax rate deduction, with emails encrypted for security, minimises the risk of errors or non-compliance.	
Clerk/Other workers (voluntary/casual)	Loss of Clerk Fraud Actions undertaken Health & Safety	L L L L	1- Succession Planning for the Clerk: The Council emphasises succession planning to ensure continuity and stability in leadership roles, especially for critical positions like the Clerk. Having a well-defined plan in place to address potential vacancies due to the Clerk's departure or inability to fulfil duties ensures seamless continuation of essential functions. 2- Adherence to Fidelity Guarantee Insurance Requirements: The Council diligently adheres to Fidelity Guarantee insurance requirements, which safeguard against financial losses resulting from fraudulent acts by employees or officials. Compliance involves implementing internal controls, conducting regular audits, and promptly reporting suspected fraudulent activities to mitigate financial risks and ensure adherence to insurance terms and conditions. 3- Support and Training for the Clerk: Providing the Clerk with relevant training, access to reference materials, and legal advice is crucial for effective performance in the role. As a key administrative officer responsible for various functions, including record-keeping and compliance, equipping the Clerk with necessary tools and resources enables them to fulfil responsibilities effectively and contribute to the Council's overall success.	Ensure there is adequate cover, and succession is planned in accordance with the Personnel Committee. Need to review current policy and update accordingly. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.
Assets – Electrical equipment	Burns/Electrocution	L	1. Visual Inspection by Staff: Staff members conduct regular visual inspections of electrical equipment to spot visible signs of damage, wear, or malfunction, aiding in the early detection of potential issues and accident prevention. 2. Annual Portable Appliance Testing (PAT): All electrical equipment undergoes yearly Portable Appliance Testing (PAT) to ensure compliance with safety standards and safe usage, identifying electrical faults and maintaining safe working conditions. 3. Installation of Circuit Breakers: Circuit breakers are installed to protect against electrical overloads and short circuits, reducing the	Need to review current policy and update accordingly. Ensure equipment instructions are available and up to date. Ensure the PAT testing register is up to date and available for viewing.

			risk of electrical fires and other hazards by interrupting electricity flow when needed. 4. Availability of First Aid Boxes: First aid boxes are accessible in the office and workshop, providing immediate medical assistance in case of electrical accidents or injuries. 5. Insurance Coverage: Adequate insurance coverage is maintained to financially protect against accidents, damage, or liabilities linked to electrical equipment use, mitigating risks and ensuring preparedness for unforeseen events. 6. Training for Staff: Staff receive training on proper electrical equipment usage, including avoiding overloading sockets or extension cords, enhancing safety, and preventing accidents. 7. Replacement of Broken/Unsafe Equipment: Prompt replacement of broken or unsafe equipment maintains a safe environment for staff, and visitors, reducing accident risks and ensuring compliance with safety standards.	Annual inspection forms to be completed and filed. Ensure first aid boxes are stocked and in date. Insurance policy needs to be reviewed to ensure coverage.
Assets – Medical Emergency	Severe illness/accident	M	1. First Aid Provision: - The Parish Council ensures that fully stocked first aid boxes are readily available. - A designated first aider is appointed to be on-site during operating hours. If no Parish staff member is initially qualified, training is sought to ensure that someone is always available to administer first aid in case of an emergency. 2. Emergency Response Protocol: - Clear procedures for responding to emergencies are established by the Parish Council. This includes promptly contacting emergency services, such as an ambulance, in the event of a severe illness or accident. 3. Defibrillator Accessibility: - A defibrillator is installed in a prominent and accessible location, outside the Manor Rooms. 4. Regular Maintenance and Review: - The Parish Council conducts regular checks to ensure that first aid equipment, including first aid boxes and the defibrillator, is fully stocked, functional, and within expiration dates. - Emergency response protocols are periodically reviewed and updated based on feedback, incidents, or changes in regulations. 5. Accident Book: All major incidents are recorded and reported to the Parish Clerk, who will report to Health and Safety Executive (HSE) if needed.	Need to review current policy and update accordingly. Ensure that all first aid boxes are checked monthly.

Safeguarding - Assault/injury The failure of the Council to take reasonable steps to ensure anyone performing duties for or on behalf of the Council is adequately safeguarded. This includes not placing any such person in a potentially vulnerable position.	Injury/assault on a member staff or Councillor	L	1. Notification to the Parish Office: Requiring Councillors to notify the office in advance of site meetings enables the Council to track the Councillors' whereabouts and activities, fostering better coordination and providing support if needed. 2. Accompanied Site Meetings: Whenever feasible, having Councillors accompanied during site meetings enhances safety by adding an extra layer of support, ensuring assistance is available in case of emergencies or unexpected situations. 3. Mobile Phone: In situations where Councillors or staff cannot be accompanied, ensuring the availability of a mobile phone enhances their safety. This enables Councillors or staff to call for help or assistance if they encounter any issues during the site meeting. 4. Applying Precautions from Staff Risk Assessment: Extending the precautions outlined in the staff risk assessment to Councillors ensures they are subject to the same safety protocols and procedures, promoting consistency in safety measures across all Council members.	Need to review current policy and update accordingly.
Office Workstations	Health & Safety	M	1- Computer Screen Free from Defect: The Parish Council ensures that computer screens are free from defects to prevent visual strain among employees. A defect free screen enables them to work comfortably and efficiently without unnecessary discomfort or eye strain. 2- Adequate Keyboard: The Council provides keyboards with appropriate spacing and tactile feedback to reduce the risk of repetitive strain injuries (RSIs) among employees. Such keyboards promote comfortable typing, especially during extended computer use, thereby enhancing productivity and minimising health risks. 3- Good Lighting and No Glare: Adequate lighting and the absence of glare are fundamental for preventing eye strain and discomfort in the workplace. Optimal lighting conditions enable employees to work effectively without visual disturbances, contributing to a conducive work environment. 4- Adjustable Chair and Footrest: The Council offers adjustable chairs and footrests to provide ergonomic support to employees, allowing them to customise seating positions for optimal comfort and posture alignment. This ergonomic setup helps prevent musculoskeletal issues and promotes overall well-being during prolonged periods of sitting. 5- Eye Test Every Two Years: The Parish Council schedules regular eye tests every two years to monitor employees' visual health. These	Need to review current policy and update accordingly. Annual inspection forms to be completed and filed.

			tests help identify any vision related issues or changes early on, facilitating timely intervention and ensuring employees maintain optimal visual acuity for their work tasks. 6- Regular Breaks from Screen Work: The Parish Council encourages employees to take regular breaks from screen work to prevent eye strain, fatigue, and musculoskeletal discomfort. Short breaks allow employees to rest their eyes, stretch their muscles, and maintain overall well-being throughout the workday. 7- Annual Inspection of Office: The Staff Committee conducts an annual office inspection to uphold safety and ergonomic standards in the workplace. Identifying and rectifying potential hazards or deficiencies through these inspections promotes a safe and conducive working environment for all employees.	
Lone Worker Assault	Assault on Officer/s	L	1- Summoning Help: Staff members can summon help from neighbours, Councillors, or the police in case of emergencies. 2- Appointments by Notification: Requiring appointments by prior notification ensures that visits to the office are expected and authorised, reducing the likelihood of unauthorised access, and enhancing security protocols. 3- Accompanied Closing of Meeting Venues: Requiring officers to be accompanied when closing meeting venues late at night adds an additional layer of safety and support, reducing vulnerability and ensuring staff members are not exposed to unnecessary risks during vulnerable periods. 4- Insurance Cover: Having insurance coverage in force provides financial protection against unforeseen events, accidents, or liabilities, ensuring that the Council and its staff are adequately protected against potential risks and losses.	Need to review current policy and update accordingly.
Officers out of office working	Accident/Assault to Officer	L	1- Protective Clothing on Highways: Requiring staff members to wear reflective vests or other protective gear when walking on highways improves their visibility to motorists, enhancing safety in potentially hazardous environments. 2- Minimising Officer Exposure to Roads: Restricting officers' presence on roads to essential tasks reduces their exposure to traffic hazards. In non-essential situations, involving relevant authorities like Norfolk County Council in managing road-related issues ensures safety. 3- Alternative Arrangements for Unsafe Situations: Offering alternative options for out-of-office inspections or visits when	Need to review current policy and update accordingly.

			officers perceive risks prioritises staff safety. This initiative-taking approach mitigates unnecessary exposure to hazards. 4- Provision of Mobile Phones: Providing staff members with mobile phones ensures they can quickly call for assistance in case of emergencies such as assault or accidents. Having immediate access to communication enhances staff safety and facilitates prompt response to critical situations.	
Clerk/Other workers (voluntary/casual) – Accidents	Any accident to staff/volunteers	L	1- Risk Assessments: The Council conducts regular risk assessments of its facilities, equipment, and activities, identifying potential hazards and prioritizing actions to mitigate risks. 2- Safety Policies and Procedures: Comprehensive safety policies and procedures are developed specifically for the Council's operations. These are clearly communicated to all staff members and volunteers, ensuring they understand their roles and responsibilities in maintaining a safe environment. 3- Training and Education: The Council provides training and education on safety protocols, emergency procedures, and equipment usage to all Council members, staff, and volunteers. Ongoing training keeps everyone informed about new safety regulations and practices. 4- Emergency Preparedness: Emergency response plans for various scenarios, including fires, medical emergencies, and severe weather events, are developed, and regularly reviewed. All staff members and volunteers know their roles and responsibilities during emergencies, and drills are conducted to practice response procedures. 5- Personal Protective Equipment (PPE): Appropriate PPE, such as gloves and safety vests, is provided for tasks requiring protection. PPE is readily available, and staff members are trained in its proper use and maintenance. 6- Regular Inspections and Maintenance: A schedule for regular inspections and maintenance of Council facilities, playgrounds, parks, and equipment is implemented. Safety concerns or maintenance issues are promptly addressed to prevent accidents and injuries. 7- Safe Use of Vehicles: If the Council operates vehicles or machinery, drivers and operators are appropriately trained and licensed. Safe driving practices are enforced, and vehicles and equipment undergo regular inspections and maintenance.	Need to review current policy and update accordingly.

			8- Documentation and Reporting: Accurate records of safety inspections, incidents, near misses, and corrective actions taken are maintained. Staff members and volunteers are encouraged to promptly report safety concerns, and a clear reporting process is established. 9- Continuous Improvement: Safety practices and procedures are regularly reviewed to identify areas for improvement. Feedback from staff members, volunteers, and the community informs future safety initiatives, fostering a culture of continuous improvement within the Council.	
Meeting location for Council meetings	Adequacy Health & Safety	L M	1. Health and Safety Standards: Manor Rooms undergoes regular inspections by the Council to ensure compliance with health and safety regulations. This includes maintaining adequate lighting, ventilation, and emergency exits. Accessibility features such as wheelchair ramps are in place to accommodate individuals with disabilities. 2. Comfortable Facilities: Manor Rooms provides ample seating and amenities to ensure the comfort of attendees during Council meetings. Facilities like restrooms are well-maintained and easily accessible. Consideration is given to factors like heating, air conditioning, and acoustics to facilitate productive discussions. 3. Accessibility and Inclusivity: Manor Room's location is convenient and accessible to Parish residents, with provisions for public transportation and parking. Efforts are made to promote inclusivity by providing information in accessible formats and accommodating diverse needs. 4. Feedback and Improvement: Trowse Parish Council from time to time seeks feedback from attendees and stakeholders regarding the Manor Room's suitability as a meeting venue. Suggestions and concerns are addressed promptly to enhance the meeting experience and effectiveness.	Need to review current policy and update accordingly. Existing location adequate.
Council website	Policy Provision	L M	1- Data Processing Principles: The Parish Council adheres to GDPR principles regarding the lawful, fair, and transparent processing of personal data. They ensure that data is processed for specified, explicit, and legitimate purposes, and only to the extent necessary for those purposes. 2- Privacy Notice and Policy: The Council informs individuals about how their personal data is collected, used, and processed through a Privacy Notice. This document outlines data processing purposes, legal basis, retention periods, and individual rights. The	Need to review current policy and update accordingly. Ensure annual renewal of Registration and compliance with the General Data Protection Requirement.

			Privacy Policy reflects the Council's commitment to complying with data protection laws, safeguarding personal data, and ensuring transparency in data processing practices. 3- Data Breach Management: Trowse Parish Council has a Data Breach Management Policy in place. This policy guides the identification, assessment, and response to data breaches. It outlines steps such as notifying affected individuals and authorities, investigating incidents, and implementing preventive measures to mitigate future breaches. 4- Subject Access Requests (SARs): The Council has established a procedure for handling Subject Access Requests (SARs). This procedure explains how individuals can request access to their personal data, including submission methods, response timeframes, and applicable fees. It ensures compliance with data protection laws, facilitating individuals' access to their data and clarifying how it is processed.	
Freedom of Information Act (FOI)	Policy Provision	L M	1- Managing FOI Requests: The Council handles FOI requests promptly and efficiently, assigning designated personnel to oversee the process and ensure timely responses. 2- Legal Understanding: Understanding the requirements of the Freedom of Information Act, the Council ensures access to requested information within legal timeframes and obligations. 3- Transparency: The Council fosters transparency by proactively publishing certain information on its website or making it available upon request, promoting accessibility to public records. 4- Protecting Sensitive Information: While prioritising transparency, the Council safeguards sensitive or confidential data, ensuring compliance with privacy laws and other legal mandates. 5- Staff Training: Staff members receive training on their responsibilities under FOI regulations, emphasising proper handling of requests, record-keeping, and legal compliance. 6- Appeals Handling: The Council follows established procedures for addressing disputes or appeals related to FOI requests, seeking resolution in accordance with legal guidelines.	Need to review current policy and update accordingly. Ensure staff have annual refresher training. Monitor and report any impacts of requests made under the FOI Act.

Full Council

Subject	Risks Identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	M	1. Risk Assessment and Business Impact Analysis (BIA): The Council identifies potential threats and assesses their potential impact on business operations. This involves evaluating risks such as natural disasters, technological failures, supply chain disruptions, cyberattacks, and other emergencies. 2. Development of Business Continuity Plans (BCPs): Comprehensive plans are created to outline procedures and protocols for maintaining essential functions during emergencies. BCPs typically include strategies for crisis management, communication, resource allocation, alternate work arrangements, and recovery efforts. 3. Identification of Critical Functions and Resources: The Council determines the most critical business functions, processes, systems, and resources that must be prioritised for continuity. This involves prioritising activities based on their importance to the organisation's mission, legal and regulatory requirements, and stakeholder expectations. 4. Establishment of Recovery Strategies: Strategies are developed for resuming operations and restoring business functions following a disruption. Recovery strategies may involve data backup and recovery, alternate site operations, supply chain diversification, and financial reserves.	Business continuity policy needs to be reviewed annually.
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality Business conduct	L L	1- Production of Minutes and Agenda by the Clerk: The Clerk's responsibility encompasses producing minutes and agendas for Council meetings. These documents must adhere to prescribed methods and legal requirements, accurately recording discussions, decisions, and actions taken during the meeting. The agenda should be comprehensive, covering all relevant topics. 2- Approval and Signing of Minutes: Minutes of Council meetings are approved and signed during the subsequent Council meeting. This allows Council members to review the accuracy of the minutes before finalisation and formal adoption. Once approved, the minutes become an official record of the Council's proceedings. 3- Publication of Minutes and Agenda: Minutes and agendas must be published in accordance with legal requirements, often through	All set out on the Council’s Standing Orders and other existing policies. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.

			channels such as the Council's website or public noticeboards. This transparency ensures that residents and stakeholders have access to information regarding Council activities and decisions. 4- Management of Council Meeting Business by the Chair: During Council meetings, the Chair holds the responsibility of managing the business conducted. This includes maintaining order, facilitating discussions, ensuring adherence to the agenda, and enforcing procedural rules. The Chair's role is crucial in fostering productive and respectful debate among Council members while guiding the meeting towards timely and effective decision-making.	
Poor reporting to Council	Inferior quality decision making Council becomes ill informed	L L	1- Clear Reporting Guidelines: The Parish Council has instituted clear reporting guidelines that outline the frequency, format, and content requirements for all submissions to the Council. 2- Training and Support: To ensure the efficacy of reporting, the Council provides comprehensive training sessions to individuals responsible for reporting. These sessions emphasise the importance of their role and effective communication strategies. 3- Standardised Formats: All reports submitted to the Council adhere to standardised formats, enhancing consistency and clarity across submissions, which aids in Council understanding and decision-making processes. 4- Reporting Deadlines: Strict deadlines for report submission are established, ensuring timely review and consideration by the Council members. 5- Transparency and Accuracy: The Council fosters a culture of transparency and accuracy in reporting, encouraging honesty and thoroughness in all submissions. 6- Feedback Mechanisms: Council members are provided with avenues to offer feedback on the quality of reports, facilitating continuous improvement in reporting practices. 7- Reviewing Practices: Regular evaluations of reporting practices are conducted to identify strengths, weaknesses, and areas for improvement, ensuring that reporting standards evolve with the needs of the Parish. 8- Information Accessibility: Reports and relevant information are made easily accessible to all Council members through digital platforms, promoting inclusivity and informed decision-making (hardcopies are also available).	Regular meetings between Parish office staff to ensure templates, deadlines and formats are correct and timely. Internal training for staff; Excel and other reporting software. Standardise the Parish Council formats, including meeting agendas, reports, and minutes. Create an action list for each committee and working group and ensure there are a standing item on all agendas. Need to review current policy and update accordingly. See if the Parish Council can get more out of it finance systems.

			9- Promoting Accountability: Individuals responsible for reporting are held accountable for meeting reporting standards and requirements, ensuring the integrity of the reporting system.	
Failure to respond to electors' wish to right of inspection.	Loss of confidence.	L	1- Transparent Procedures: Clear procedures are in place for electors to request document inspection. These procedures are accessible and well-communicated to the community. 2- Publicising Rights: Electors' rights to document inspection are promoted through various channels like the Council website and social media. 3- Providing Contact Info: Contact details for requesting document inspection are readily available for electors. 4- Response Timeframes: Clear deadlines are set for responding to inspection requests to ensure timely access to documents. 5- Accessibility of Documents: Documents are organised for easy access while sensitive information is protected. 6- Staff Training: Staff and Council members receive training in handling document inspection requests. 7- Documenting Requests: Requests and responses for document inspection are accurately recorded. 8- Procedure Review: Procedures for document inspection are regularly reviewed based on feedback for improvement.	Review and implement protocols set by Government and external auditors.
Failure to ensure that the Council complies with law in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability Discrimination *Employment Law *Racial Discrimination	Fines and Penalties from regulation bodies Loss of reputation	L L	1- Legal Compliance Review: The Parish Council conducts a thorough review of relevant laws, regulations, and statutes to ensure compliance. Key legal requirements and obligations are identified during this review. 2- Establishing Compliance Protocols: Clear protocols and procedures are developed to ensure compliance with laws and regulations. Specific steps and responsibilities are outlined to guide Council members and staff. 3- Training and Education: Training and educational resources are provided to ensure that everyone understands their roles in maintaining legal compliance. 4- Regular Compliance Audits: The Council implements regular compliance audits to assess adherence to legal requirements and identify areas of non-compliance. 5- Documentation and Record-Keeping: Accurate records of Council decisions and activities are maintained to demonstrate compliance with legal requirements. 6- Seeking Legal Counsel: Legal advisors are consulted as needed to interpret complex legal requirements or address compliance issues.	Need to review current policy and update accordingly. Attend conferences/meetings to keep up to date with the law.

			7- Staying Informed: Efforts are made to stay updated on changes in laws and regulations that may affect Council operations. 8- Addressing Non-Compliance Promptly: Immediate action is taken to address instances of non-compliance or potential violations of the law. Measures are implemented to prevent recurrence.	
Failing to ensure that all business activities are within legal power	Illegal expenditure.	L	1- Legal Compliance Verification: The Parish Council ensures that each decision aligns with its statutory duties and responsibilities by explicitly stating the legal authority or power under which expenditure is being approved. 2- Documentation of Authority: Recording the precise power in the minutes serves as an official record of the Council's authority to approve the expenditure, which can be referenced in the future to demonstrate compliance with legal requirements. 3- Clarity in Decision-Making: Clearly stating the legal basis for expenditure approval provides clarity to Council members, staff, and stakeholders regarding the authority behind the decision, reducing the risk of misunderstandings or challenges regarding the validity of the decision. 4- Facilitates Audit and Review: Detailed minutes that include the specific legal power underpinning expenditure approvals facilitate internal and external audits. Auditors and reviewers can easily verify compliance with legal requirements by referring to the documented authority.	Need to review current policy and update accordingly. State what legal power each expenditure is approved under on financial the payments list presented to Full Council for approval. Conduct audits and checks each month.
Council becomes dominated by one or two individuals.	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council.	L L L	1- Development of Standing Orders: The Council engages in collaborative efforts with its members to craft comprehensive Standing Orders that outline meeting protocols and procedures for conflict resolution. Clear procedures governing the conduct of meetings, including agenda setting, facilitation of discussions, and decision-making processes, are established. The roles and responsibilities of the chair, Council members, and staff are clearly outlined within these guidelines. 2- Conflict of Interest Policy: A transparent policy addressing conflicts of interest is instituted, encompassing precise definitions, disclosure requirements, and protocols for managing conflicts as they arise. 3- Meeting Decorum and Respectful Conduct: Guidelines are put in place to uphold decorum and promote respectful conduct during Council meetings. The Council encourages constructive dialogue while discouraging disruptive behaviour and personal attacks among members.	Need to review current policy and update accordingly.

			4- Recording and Documentation: Requirements for the meticulous documentation of meeting minutes, including the disclosure of conflicts and decisions related to conflicted matters, are specified to ensure transparency and accountability. 5- Public Accessibility: Standing Orders are made readily accessible to Council members, staff, and the public. They are disseminated via the Council's website (hardcopies are available), fostering transparency and inclusivity within the community.	
Councillors benefiting from being on the Council	Affect reputation. Conflicts of Interest.	L L	1- Clear Standing Orders: The Council develops transparent standing orders to govern meeting conduct, decision-making, and conflict resolution. These orders detail meeting procedures, agenda setting, discussions, and decisions in line with legal standards and best practices. 2- Code of Conduct (SI 2007 No. 1159): The Model Code of Conduct establishes ethical norms for Council members, addressing issues like personal interests, gifts, and resource usage. Adherence to this code ensures that Councillors uphold integrity, honesty, and transparency in their official roles. 3- Training and Education: Offering training and education sessions on the Model Code of Conduct and relevant standing orders aid in promoting compliance and comprehension among Councillors. Such sessions help Councillors identify potential conflicts, understand disclosure requirements, and make ethical decisions in the public's interest.	Need to review current policy and update accordingly.
Members interests	Conflicts of Interest	M	1- Transparency: The Council demonstrates its commitment to transparency by reminding members to regularly update their declarations of interest. This action signals to both members and the public that potential conflicts of interest are taken seriously and actively managed. 2- Accountability: Requiring Council members to review and update their declarations of interest strengthens accountability within the Council. Members are reminded of their duty to disclose any potential conflicts arising from personal or professional affiliations. 3- Legal and Ethical Compliance: Many jurisdictions impose legal requirements for public officials to disclose conflicts of interest. By updating declarations at each meeting, the Council ensures compliance with relevant laws, regulations, and ethical standards. 4- Prevention of Bias and Impropriety: Regular updates to declarations of interest help prevent bias and impropriety in decision-making processes. This practice enables the Council to	Need to review current policy and update accordingly. Standing item on all Council meeting agendas.

			identify and address conflicts of interest before they affect discussions or decisions. 5- Public Trust and Confidence: Consistent updates to declarations of interest enhance public trust and confidence in the Council's integrity. It showcases a dedication to ethical conduct and responsible governance, crucial for maintaining credibility and legitimacy. 6- Initiative-taking Risk Management: Proactively managing conflicts of interest is integral to effective risk management. By transparently addressing potential conflicts early on, the Council reduces the risk of disputes, legal challenges, or damage to its reputation due to perceived impropriety. 7- Standardised Procedure: Including a reminder note on the agenda establishes a standardised procedure for updating declarations of interest. This ensures that all Council members understand their obligations and the expectations regarding disclosure.	
Failure to register Members' interest, gifts etc.	Members could make inappropriate gains. Could affect reputations	L L	1- Establish Clear Guidelines: Clear guidelines are developed to define registrable interests and the types of gifts or benefits requiring disclosure. Examples and specific criteria are provided to assist Council members in understanding their disclosure responsibilities. 2- Access to Information: All Council members are granted access to information concerning the registration and monitoring of interests and gifts. Guidance is provided on locating relevant forms, procedures, and contact details for the responsible officer.	Need to review current policy and update accordingly.
Changes to Legislation	Compliance risk	L	1- Expertise and Knowledge: Membership in professional bodies like SLCC and Norfolk ALC gives the Parish Council officer/s access to valuable resources, networks, and expertise regarding local governance and administration best practices. 2- Advice from Relevant Bodies: The members can offer informed guidance to the Parish Council based on insights gained from involvement in SLCC and Norfolk ALC activities. This advice covers legal requirements, governance standards, procedural guidelines, and professional development opportunities for Council members and officers. 3- Effective Training: Training sessions for both the Officer and Council members may include topics such as legal compliance, governance procedures, and ethical standards.	Maintain membership of SLCC & Norfolk ALC. Attend course/training sessions/workshops. Give feedback to the Council/office staff from course/training sessions/workshops attended.
Precept	Adequacy of precept	M L	1- Annual Review by Clerk: The Clerk conducts an annual review of the Precept requirement, typically done before the December	Review and assess quarterly.

	Requirements not submitted to South Norfolk District Council Amount not received by Trowse Parish Council.	L	meeting. This review involves analysing financial data, expenses, and anticipated needs for the upcoming fiscal year. 2- Budget Update Presentation: At the December meeting, the Clerk presents the budget update information to the Council. This includes the current financial position, actual expenditures, projections for the year-end, and estimated figures for the next fiscal year. 3- Council Approval: Based on the information provided by the Clerk, the Council reviews and discusses the budget update. They deliberate on specific budget headings and agree on the amounts to be allocated for each category in the upcoming fiscal year. 4- Precept Amount Determination: The total sum of the agreed-upon budget headings becomes the precept amount to be requested from South Norfolk District Council. This figure is crucial as it represents the funding needed to sustain operations and conduct planned activities for the Parish. 5- Submission to South Norfolk District Council: Following Council approval, the Clerk submits the precept amount online to South Norfolk District Council. This submission formalises the request for funding and ensures that the necessary financial arrangements are made. 6- Notification of Receipt: The Clerk notifies the Council when the monies are received, typically at the end of April and September. This ensures transparency and accountability regarding the timing of funding disbursements and allows the Council to track its financial status accurately.	Existing procedure adequate. Council must balance the public's desire for services with the ability to pay for them.
Grants and support – payable	Power to pay Authorisation of Council to pay	L L	1- Approval Process: All expenditure undergoes the Council's requisite approval process, ensuring collective decision-making in line with established financial regulations and guidelines. 2- Documentation and Minutes: The practice of documenting expenditure approvals in meeting minutes underscores the Council's dedication to transparency and record keeping. Minutes serve as an official record of decisions made, including expenditure approvals, facilitating accountability, and enabling reviews and audits when necessary. 3- General Power of Competence: The General Power of Competence (GPC) empowers local Councils in England to undertake community-beneficial activities without specific authorisation, signifying the Council's legal authority to act in the community's interests.	Need to review current policy and update accordingly. Council reviews compliance with the criteria to use the GPC at its Annual Meeting.

Grants - receivable	Receipt of Grants	L	1- Transparency: Reporting the receipt of grants ensures transparency in the Council's financial affairs. It allows Councillors and the public to be informed about the sources of funding received by the Council and how those funds will be utilised for the benefit of the community. 2- Accountability: By reporting grants to the Council, the Parish Council holds itself accountable for the funds it receives. This accountability ensures that Councillors are aware of the financial resources available to the Council and can oversee their appropriate allocation and use. 3- Compliance with Terms and Conditions: One-off grants often come with specific terms and conditions that must be satisfied. Reporting the receipt of grants to the Council allows Councillors to be aware of these conditions and ensures that the Council takes appropriate actions to fulfil them. 4- Effective Resource Management: Being aware of grants and their associated terms and conditions enables the Council to effectively manage its resources. It allows Councillors to plan and allocate funds in accordance with the requirements of the grants received and ensures that the Council maximises the benefits of the funding for the community.	
Assets	Loss or damage Risk/damage to third party(ies)/property	M M	1- Up-to-Date Asset Register: The Parish Council maintains an accurate asset register, recording all owned assets, including tools, equipment, and infrastructure. This practice serves multiple purposes: - Asset Tracking: Facilitates tracking the location, condition, and status of each item for efficient management. - Financial Management: Supports financial planning and budgeting through accurate asset valuation. - Risk Management: Enhances risk assessment by identifying vulnerabilities or gaps in asset coverage. 2-. Regular Inspections: Regular inspections ensure assets are well-maintained. This initiative-taking approach allows for timely identification of issues, enabling prompt maintenance or repairs.	Need to review current policy and update accordingly. Asset needs to be updated at least annually Insurance policy needs to be reviewed to ensure coverage is adequate.

			3. Appropriate Insurance Coverage: The Parish Council maintains adequate insurance coverage for all assets. This ensures mitigation of risks associated with potential losses or damages, providing financial protection in case of unforeseen	
Council records - paper	Loss through: Theft Fire Damage	 L M L	1- Storage at Parish Offices: Records are stored at the Parish Offices, which are locked after office hours. This setup allows for easy access to essential documents required for day-to-day operations, including current correspondence, minute books, cash books, bank statements, insurance documents, and other administrative materials. Such an arrangement enables efficient retrieval and reference as needed. 2- Storage of Recent Materials: Recent materials are stored in boxes in the Council office space office, ensuring convenient access while maintaining some degree of organisation. However, the absence of fireproof storage for these materials poses a risk in the event of fire or other disasters. It is advisable to consider enhancing fire safety measures to safeguard these records effectively. 3- Storage of Older Historical Records: Older and historical records are kept in the county archives, which is a prudent practice. County archives typically provide specialised facilities and expertise for preserving and maintaining historical documents over the long term. Placing these records in county archives ensures their protection and accessibility for future generations.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft Fire damage Corruption of computer	 L L L	1- Regular Backups: The Parish Council implements a system for regular backups of electronic records. Backups are securely stored via a cloud-based system to safeguard against data loss due to hardware failure, etc. 2- Data Encryption/Redaction: Sensitive electronic records are encrypted and/or redacted to prevent unauthorised access/comply with legislation. Encryption protocols are applied to data both at rest and in transit to enhance security. 3- Access Control: Access to electronic records is restricted based on user roles and responsibilities. Strong authentication methods like passwords and multi-factor authentication are used to ensure only authorised personnel can access sensitive data. 4- Firewalls and Intrusion Detection: Firewalls and intrusion detection systems are utilised to monitor and protect the Council's network from unauthorised access and malicious activities.	Damage (apart from fire) and theft is unlikely and so provision adequate. Need to review current policy and update accordingly. Cloud based system is used for data backups. Microsoft Teams has restricted access to some files for GDPR purposes.

			5- Software Updates: All software is regularly updated with the latest patches to address vulnerabilities and prevent exploitation by cyber attackers. 6- Employee Training: Staff members receive training on data security best practices, including identifying and responding to security threats like phishing attacks.	

Open Spaces

Subject	Risks Identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Assets - Playgrounds	Loss or damage Risk/damage to third party(ies)/property	M	1- Risk Assessment: The Parish Council conducts thorough risk assessments of playground equipment, surfaces, and surrounding areas to pinpoint potential hazards, including sharp edges, entrapment points, or trip hazards. Regular inspections also account for wear and tear, weather damage, and vandalism. 2- Maintenance Protocols: Stringent maintenance protocols are implemented to promptly address identified risks. This involves regular inspections, repairs, and maintenance schedules to uphold playground equipment's safety and functionality. Detailed records of maintenance activities are kept for accountability and reference. 3- Safety Standards Compliance: All playground equipment adheres to relevant safety standards and regulations. The Council regularly reviews and updates equipment to comply with industry guidelines and legal requirements, ensuring proper installation, age-appropriate design, and accessibility standards. 4- Regular Reviews and Feedback: Periodic reviews and evaluations of playground safety measures are conducted, with input from users, stakeholders, and safety experts to identify areas for enhancement and implement necessary changes. 5- Documentation and Reporting: Detailed records of risk assessments, maintenance activities, incident reports, and safety initiatives are maintained. Documentation facilitates progress	Need to review current policy and update accordingly. Insurance policy needs to be reviewed to ensure coverage is adequate. Any incidents recorded in Council Accident/Incident Book.

			tracking, trend identification, and demonstrates compliance with safety standards and regulations. 6- User Responsibility: Users are encouraged to dress appropriately for weather conditions, and minors should be supervised by a responsible adult. Any injuries are promptly reported to the Clerk. 7- Appropriate Insurance Coverage: Adequate insurance coverage is maintained to mitigate risks associated with potential losses or damages. This coverage helps offset financial impacts of unforeseen events like theft, vandalism, natural disasters, or accidents.	
Assets - Noticeboard	Risk/damage/injury to third part(ies)/property Roadside safety	L L	1- Number and Locations of Noticeboards: The Parish Council maintains four noticeboards located in various areas throughout the Parish, including roadside locations. These noticeboards serve as vital communication channels for sharing information and updates with the community. 2- Repair and Maintenance Protocol: Any repairs or maintenance requirements related to the noticeboards are brought to the attention of the Parish Clerk. This ensures that issues such as damage, wear and tear, or vandalism are promptly addressed to maintain the functionality and appearance of the noticeboards. 3- Routine Cleaning and Maintenance: The Groundsman, who is aware of roadside safety issues, is responsible for routinely cleaning and maintaining the noticeboards. This includes tasks such as removing debris, organising posted materials, and ensuring that the noticeboards are presentable and accessible to the community. 4- Roadside Safety Awareness: Given the location of some noticeboards alongside roadsides, it is crucial that the Groundsman is aware of potential safety hazards. This awareness allows for initiative-taking measures to be taken to mitigate risks to pedestrians, motorists, and cyclists, such as ensuring clear visibility and minimising obstructions. 5- Key Management: Keys to the noticeboards are held in the key safe of Wayside, The Street. This centralised key management system ensures that access to the noticeboards is controlled and coordinated. It also facilitates authorised personnel, such as the Groundsman or office staff, to perform maintenance tasks or update posted materials as needed.	Need to review current policy and update accordingly.
Assets – Bus Stops & Street Furniture	Risk/damage/injury to third party(ies)	L	1- Regular Inspections: The Parish Council conducts routine inspections of bus stops and street furniture to identify any damage, hazards, or cleanliness issues. Inspections should cover structural integrity, cleanliness, signage, lighting, and accessibility features.	

			2- Timely Repairs: Prompt repairs are conducted to address any issues identified during inspections. This includes repairing damaged shelters, benches, signage, lighting fixtures, or any other street furniture to maintain safety and functionality. 3- Cleaning Schedule: A regular cleaning schedule is established to ensure that bus stops and street furniture remain clean and free from litter, graffiti, and other debris. Regular cleaning enhances the appearance of public spaces and contributes to a positive environment for residents and visitors. 4- Graffiti Removal: Procedures are in place for the timely removal of graffiti from bus stops and street furniture. Graffiti removal helps deter further vandalism and maintains the aesthetic appeal of public spaces. 5- Safety Measures: The Parish Council ensures that bus stops and street furniture meet safety standards and regulations. This includes providing adequate lighting, clear signage, and ensuring that pathways are clear and accessible to pedestrians and people with disabilities.	
Assets – Trees	Risk/damage/injury to third party(ies)/property.	L	1- Regular Examination of Trees: The trees around the Parish are examined regularly to assess their health, stability, and any potential risks they may pose. Regular examinations help identify issues such as disease, decay, or structural problems early on, allowing for timely intervention and maintenance. 2- Problem Rectification or Closure: Any problems identified with the trees, such as diseased or unstable trees, are rectified promptly. If rectification is not immediately possible and the trees pose a risk to safety, appropriate measures are taken, which may include closing off the affected area until the necessary maintenance or removal can be completed.	Need to review current policy and update accordingly.

Adopted/Reviewed	Signed/Position
March 2026	
Reviewed and updated March 27	

Reviewed and updated March 28	
Reviewed and updated March 29	
Reviewed and updated March 30	
Reviewed and updated March 31	