



Long Stratton Town Council

Long Stratton Pavilion, Manor Road Playing Fields, Manor Road,

Long Stratton, Norwich NR15 2XR

Chairman: Mr Kelly Lunness Clerk: Mrs R Buck

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Risk Management Schedule

Long Stratton Town Council takes its responsibilities to staff and to the management of public property and finance seriously and will carry out a review of risks annually in March.

“Risk” is here defined as the threat that an event or action will adversely affect the council’s ability to achieve its objectives or enact its strategies. “Risk management” is the process by which risks are identified and evaluated with a view to exercising control and mitigation. This risk management scheme therefore forms a framework by which the town council can take steps to minimise identified risks.

Key risk management scheme objectives: 1. Identify risks facing the council. 2. Identify the level of risk. 3. Evaluate the management and control of the potential risk. 4. Assess and review the risk management scheme annually.

Management				
Subject	Risk(s) identified	HML	Management / Control	Actions
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance	L	Hard drive backup weekly, Spare Keys left in possession of the Chairperson and vice-chair . Equipment provided to Clerk and office members for remote working. Remote working in place Policy in place.	Review procedure for password storage. Populate ICE folder of which the Chairman has access to.
Meeting location	Health & Safety Accessibility Adequacy	L	All meetings are held in the Pavilion club room, the Council remains liable for the H&S and Accessibility. Access is DDA compliant and visual inspections for H&S to be carried out by a Council employee.	The next scheduled PAT Test and Fire Checks to be carried out April 2025 for Pavilion.

			Clerk to arrange annual PAT testing of electrical equipment and fire assessment. Spare keys held by the Chairperson/ fire call nominated person.	
Council Records	Loss through theft, fire, damage, or corruption	M	Ensure security of Town Council Office and mitigate risks posed by fire or flooding. Ensure adequate backups and insurance. Old minute books put into storage at County Hall. Ensure anti-virus software in place and enforce IT user policy, Fire safe cabinet in place for minutes and accounts.	Ensure all records where possible are held digitally. Arrange quarterly for old minutes to be taken to Norfolk Archives.
Council Reputation	Apathy in the village towards the Council	M	Ensure communication between the Council and the community is of a high standard. Council to achieve Quality Award as soon as possible.	Project to Quality Award status and engage with Parishioners for community events and other matters of importance. Quarterly newsletter sent to residents. Regular improvement of the website and QR codes on bus shelters linking to the website. Conduct quarterly surgeries and prepare leaflets for signposting and information.

Finance				
Subject	Risk(s) identified	RAG	Management / Control	Actions
Precept	Adequacy of precept	M	Sound budgeting and forward planning underlie and inform the precept-setting process. Financial report and income and expenditure checked at each meeting. Internal Control Officer Appointed Budget control reports to be provided a minimum of quarterly to Finance Committee.	Existing procedure adequate

Insurance	Adequacy Cost Compliance Fidelity guarantee	M	Annual review of insurance arrangements and schedule ahead of renewal. Update Fixed Asset Register when required. Employers Liability, Public Liability, and Fidelity Guarantee are in place.	Review provision and compliance annually, update asset register as soon as assets have been acquired.
Banking	Inadequate checks	L	Financial Regulations are in place and up to date. Banking has moved to Unity Trust and digital payments. 6 monthly internal audits and testing of internal controls.	Bank Reconciliations to be checked by finance committee and signed by minimum of 2 Councillors.
Cash	Loss through theft or dishonesty	H	Petty cash policy in place. Any petty cash handled has to be handled by a minimum of 2 people and both will sign to confirm accuracy of any withdrawal, deposit or for bank reconciliation. Internal Scrutineer to check petty cash at each appointment.	Petty cash policy written and adhered to, adequate provision in place. Financial Regulations details how petty cash will be handled.
Financial controls and records	Inadequate records and checks	L	Financial regulations reviewed, Internal Auditor to be independent.	Annual Review
Freedom of Information Act	Policy Provision	L	FOI's to be complied with as per policy.	Policy and clear guidance to be put in place
Clerk/ RFO Admin Assistant 1 Admin Assistant 2 Direct Services Officer Litter Picker Cleaner Youth Worker	Loss of officers. Fraud Incompetence Payroll	M L L L	Notice period built into contract, sickness cover in place Fidelity Guarantee insured. CiLCA and training courses undertaken and training budget allocated. Internal Control Officer Appointed to confirm accuracy of payroll.	Existing procedures adequate Working closely with the youth worker provider to ensure competence at providing services.
Election costs	Unbudgeted cost	L	Election costs £4,000 to be covered from contingency	Contingency must be budgeted each year.
VAT	Charging/ reclaiming	L	VAT paid on Manor Road playing fields and pavilion quarterly. VAT is reclaimed from HMRC quarterly	Reclaim quarterly

Annual Return	Not submitted within timeframe Incorrect completion Not following the correct procedures for public to exercise their rights to inspection	L M M	Timeframe chosen to coincide with June council meeting Internal Auditor checks end-of-year figures and document by 31 st May. Clerk/RFO to have refresher training re: correct procedures annually.	Existing procedures
General Power of Competence & S137	Inappropriate use of GPOC Losing Qualification	M M	Clerk to ensure GPOC is applied correctly and documented where appropriate. Training provided on when and where GPOC can be used. Clerk to work with the Council to negate the possibility of losing qualification.	Adequate procedures in place.
Holding more than £85,000 in accounts	FCCS will only cover £85,000 in case of fraud.	L	Council banks with Unity Trust which is a respected bank for Local Authorities. Where possible funds to be spread amongst reputable banks.	To open an investment account with CCLA, investigate Cambridge and Counties to spread funds where possible.
Insurance claims against the Council	Risk of being sued for negligence	L	Ensure adequate insurance is in place with a robust audit trail of risk assessments and health and safety as well as records of inspection.	Adequate procedures in place. Health and Safety policy in place.
Assets				
Subject	Risk(s) identified	HML	Management / Control	Actions
Play Equipment * Play Park * Skate park	Public Injury Damage/ Vandalism to the equipment	H	Weekly check of play equipment Annual RoSPA accredited inspection Public Liability Insurance in place Inspections to be held for 22 years. CCTV to cover the play area	Direct Services officer has undertaken RoSPA training. All vandalism to be reported to the police and CCTV to be provided to support and recorded internally by the officers.
LAND * The Plain * The Playing Field	Public Injury	L L	Weekly inspections. Tri-annual tree survey and annual tree and hedge management plan.	Existing procedures adequate Review tree survey and hedge management policy. Regular maintenance of the plain.

<ul style="list-style-type: none"> * Land of Bowls Club * Land at Wood Green * Churchfields traffic management roundabout 		L L		Regular spraying of Churchfields to minimise weeds.
MUGA Multi-use Games Area	Public Injury Damage	L	Daily Inspection and maintenance where required.	EMR for resurfacing
Pavilion	Public Injury Damage Fire	L	New building procedures in place. Weekly fire alarm checks Weekly Inspection	Building management policy to be put in place.
Skate Park	Public Injury Damage	H	Weekly Inspection CCTV in place. Lighting installed	Ongoing maintenance.
Assets on Pubic Highway <ul style="list-style-type: none"> * Streetlights * Litterbins * Grit bins * Dog Bins * Notice Boards * Village Sign * Benches * SAM2 	Public Injury Damage Environmental hazard	M L L M L L L L	Weekly inspection Public Liability insurance in place Asset register updated Damage or issues reported to clerk for repair work/ sectioning off if required. SAM 2's to downloaded and moved 4 weekly in accordance with Policy	Existing procedures adequate
Bus Shelters	Vandalism Accidental damage Public injury	L	Weekly inspection Public Liability insurance in place Asset register updated Damage or issues reported to clerk	Existing procedures adequate

Office Equipment	Staff / Cllr Injury Loss or Damage	M	Office Secure when empty Laptop in secure bag when transporting Adequate insurance in place.	Existing procedure adequate
Maintenance Equipment	Loss or damage	M	Adequate insurance in place, Groundsman to ensure appropriate security of assets and equipment. All large machinery to be stamped with LSTC. Essential maintenance to be carried out regularly by Groundsman/ contractors.	Existing procedures are adequate.
CCTV	Vandalism Water damage	L	Annual checks and insurance in place.	Existing procedures are accurate.

Liability				
Subject	Risk(s) identified	HML	Management / Control	Actions
Legal powers	Illegal activity/ payments Working Groups making autonomous decisions	L	Decisions and payments made only within the powers of the Town Council, resolved at council meetings and minuted. Terms of reference in place for committees. Standing Orders reviewed. Advice and guidance to be provided by the Clerk as the Proper Officer to the Council. Scheme of Delegation in place. General Power of Competence declared when qualified.	Councillor Training CPD for Clerk Review of policies.
Minutes/ Agendas/ Statutory documents	Accuracy/ legality Non-compliance	L	Minutes & Agendas produced in the prescribed method and adhere to legal requirements Minutes approved and signed at next meeting Business conducted at meetings managed by the Chairperson/ Clerk	Existing procedures adequate Cllr training & development Members adhere to Code of Conduct and Civility and Respect.
Public Liability	Risk to third party, property, or individuals	L	Insurance in place (£10 million indemnity) Risk assessments carried out for all activities.	Review annually
Employer Liability	Non-compliance with employment law	L	Insurance in place (£10 million indemnity) Clerk updates knowledge through ACAS, NALC, SLCC, HMRC, HSE, etc.	Constant review

Legal liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M	Clerk to clarify legal position on proposals and clarify situation if necessary Official's indemnity insurance in place.	Retention of Documents policy review Powers to be assigned to the decisions made by resolution.
Policies	Inadequate policy reviews/ lapsed time	L	Schedule of policies to be reviewed in place	Adequate controls in measure.

Councillors Propriety				
Subject	Risk(s) identified	HML	Management / Control	Actions
Members' interests	Not declared/ out of date	M	Cllrs have duty to declare interest on Agenda items Disclosures of Interest reviewed annually Councillors reminded at Meeting	Existing procedures adequate

Risk Schedule			
Item	Frequency	Last Review	Comments Actions
Asset Inspection Play Equipment Skate Park Wildlife Area MUGA Playing Field Adventure Trail Notice Boards Streetlight Dog bins Litter bins Grit Bins SAM2 CCTV	Weekly	Every week by groundsman	Records kept at town council office. Review of reporting form needed.
Town council insurance, including: Public Liability Employers' Liability Money & fidelity guarantee Personal accident Fixed assets	Annually before renewal	Annually by Clerk April 2020 April 2021 April 2022 April 2023	Clerk & Internal Scrutineer

		April 2024	
Financial matters: Banking arrangements Insurance providers VAT returns Budget agreed Precept requested Bank reconciliation Salary review Internal audit External audit Internal controls Financial regulations	Annually or if change of signatories Annually Annually by Clerk January council meeting January by Clerk Monthly by Clerk, Annually within appraisal Annually by appointed auditor Annually by PKF Littlejohn Annual review Annual review	April 2020 April 2021 April 2022 April 2023 April 2024	Clerk. Internal Scrutineer Finance Committee Full Council
Administration: Minutes properly numbered Asset register available and up to date Standing Orders reviewed Computer back-up	Internal Audit Annually by Clerk	May 2020 December 2020 April 2021 April 2022 April 2023 April 2024	Internal Auditor Internal Scrutineer Clerk
Employer's responsibilities: Employment contract Staff appraisals Training & development Contractors' indemnity insurance Health & Safety policy/ procedure	Within 13 weeks of start Annually (July) Budgeted and recorded Mandatory for commission In place	November 2020 Nov 2021 Jan 2022 Oct 2022 & Jan 2023 Jan 2024	Chair, Vice-Chair and Clerk or nominated member.
Members' responsibilities: Code of Conduct adopted Registers of Interest completed and up to date Register of gifts/ hospitality Declarations of Interest Minuted	Clerk to remind Councillors of their responsibilities. Code of Conduct to be signed by Councillors.	May 2020 May 2021 May 2022 May 2023 May 2024	Confirm with members after elections that all are completed.

Long Stratton Town Council is a small Town Council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through BHIB insurance. The insurance policy is for 3 year and is due for renewal on 1st June 2026.

The contact details for BHIB are:

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