

## Risk Assessment and Management

Issue 5 : April 2024  
Adopted : April 2024  
Review : April 2025

### WEST ROW PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT FOR THE PERIOD 1st APRIL 2024 to 31<sup>st</sup> March 2025

<u>TOPIC</u>	<u>IDENTIFIED RISK</u>	<u>DEGREE OF RISK H/M/L</u>	<u>HOW RISK WILL BE MANAGED</u>	<u>PERCEIVED IMPACT</u>	<u>ACTION</u>	<u>TIMESCALE</u>
Staff	Key person -clerk Qualifications	L	the position of Proper Officer / Clerk/Responsible Financial Officer (RFO) is filled by one person.	NIL	Confirm RFO role annually. Council to ensure role holders makes use of continual professional development (to be included within budget)	Annually
	Loss of key person	M	Hours, health, stress, long-term illness, etc. Council to conduct an annual performance review and Insurance policy to include `Keyman` cover	LOW	Chairman	Annually
	Fraud by Staff	L	Fidelity Guarantee Value – reviewed on an annual basis	LOW	RFO/ Chairman	Annually
	Incorrect salary/ tax paid	L	Payroll outsourced to Suffolk Association of Local Councils	LOW	RFO	Annually
Precept	Not submitted	L	If no form is submitted, the previous year's precept requested will be rolled over. Clear written acknowledgement by District that precept request has been received	NIL	RFO submit and follow up	Annually
	Not paid by District Council	L				
	Adequacy of precept	L				

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			Parish Council agreed to be to cover 4 months' worth of contracted expenditure. Budget prepared during November and December and approved by Council in January. Budget process allows comparison with previous and current years. Quarterly review of budget to actual statements received by Council including variances from budget.	NIL	RFO/Council	Annually
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