



Kettleburgh Parish Council Risk Management Plan

Updated: `10/10/2023 Approved 19/10/2023 Minute Ref:K2023227. Next Review: July 2024

Clerk to present updates at PC Meetings until fully updated.

No.	Risk	CON	PRO	PRR	Controls/mitigations	Management status	RSR	RAG	Action needed
Physical Assets									
1	Village sign, loss or damage	M	L	M	Assessed as Medium because replacement cost with RC of village sign would absorb whole annual budget. Insurance therefore needed.	Insured and up to date	L		Review insurance policy next year Sign will be moved to storage during development construction of 16 houses in the Street. Will need care removal and storage under KPC control to retain insurance compliance. NOTE: ensure Developer aware. Agree safe/secure transportation and storage location. Consider restoration?
2	Notice board, loss or damage	M	L	M	Assessed as Medium as RC would absorb 50% of whole annual budget. Insurance therefore needed.	Insured and up to date. Needing replacement glass seals already purchased and held by a resident agreed to perform replacement.	L		Review Policy next year. Arrange with resident re, replacement of glass seals. General clean of lichen.
3	Village Pound. Damage/vandalism/squatting	M	L	M	Possible tree damage or boundary hedge Assessed as Medium therefore insurance needed. Gate locked.	Insured and up to date, but threat of break in and squatting not yet addressed	M		Consider further mitigation and review insurance policy next year. KPC to fund maintenance costs-maintenance currently under neighbour/chairman management but needing budget and long-term plan to agreed. Gate hinge repairs.
4	Kettleburgh Village Green. Variability of the fortunes of the Management Trust - small Trust with high voluntary demands. External	H	M	H	Support for committee with Grants x 2 and raised awareness of difficulties. Shared guidance with fundraising opportunities.	Ongoing consideration at PC meetings with VG committee members, increasing understanding of risks.	H		Continued awareness of difficulties, offer support where possible in discussion with Trust. Regular updates at Parish Council Ordinary meetings. Consider



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	factors. Pandemics, bad weather, loss of Trustees, financial difficulty, problems fundraising. Increasing need to replace dead trees, etc. and replace furniture and storage facilities.					Strong Committee in place with new Trustees. Fundraising progressing well.			Encourage /support/share contacts and opportunities for grant applications and polices to support this funding. Ensure ongoing collaborative working to support the Trustees.
5	Defibrillator. Loss, damage, or deterioration. Failure of equipment. Risk of litigation if not maintained to standard.	H	L	L	CHT Annual Support Service replaces device if lost or taken away with a patient. Cabinet covered by Insurance.	CHT Annual Service cover. Insurance with CAS. Up to date. Weekly checks uploaded to WebNOS dashboard Software up	L		Review Policy next year. Reserve funds for anticipated Defibrillator device replacement in next 2-3 years. Update signage as necessary. Explore funding /grant opportunities for replacement. Monitor battery performance and urgent replacement if required.
6	Public and legal liabilities from physical council assets	H	L	M	Public Liability Insurance. Risk Assessment of any individual event undertaken.	Up to date.	L		Review Policy next year.
7	Money. Loss of Council Funds through financial irregularity, fraud or error	H	L	H	Financial Controls adopted from Financial Regulations. Statements detailing bank accounts. Payments and payment schedule approved by Council. Electronic payments matched to approved payment schedule before authorisation. Cheques and stubs require two signatures Internal Audit and required publication of accounts.	Up to date. Existing controls adequate. Internal Controls Policy updated to Standard (SALC) version. Accounting system by Scribe.	L		Review controls and Regulations annually. Internal Control review by designated Councillor. Scribe accounting read-only access for non-signatory councillors



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					Insurance, Fidelity Guarantee- to £150,000. (Not all controls mentioned.)				
	Data and Reputation								
8	Council documentation/data. Theft or loss of paper records in filing cabinet in Village Hall. Loss of electronic data through hardware or software failure, Cybercrime or user error.	H	M	H	Emails backed up to Cloud as well as on Clerk's PC. Archives loaned to Suffolk Records Office. Paper records in steel cabinet. Proper document control.	Up to date. Existing procedures adequate Microsoft 365 service. Councillor MS365 emails	M		Transfer KPC Documents to MS365 cloud storage Appropriate documents to archives. (The Hold, Ipswich) Identify mapping held at Wickham Market
9	Risk of Data protection breaches under the Data Protection Act 2018 contains provisions making certain disclosures of personal data a criminal offence.	H	M		All councillors to complete annual GDPR update. Privacy Policy and Data Protection and Information Policy to be in place. Data Mapping process to be completed to ensure compliance. Cllrs to be compliant with BOYD devices and Annual Data Protection Checklist for Councillors.	Councillors have undertaken training. Approved Privacy Policy, Data Protection, and Information Management Policy.			Continue work to complete outstanding processes and maintain vigilance to avoid breaches. All councillors to have GDPR Training .and annual updates. Complete Data Mapping process to ensure compliance and reduce risk of breaches,
10	Loss of website used to fulfil legal publication responsibilities. Risk of site becoming insecure Website now old and not particularly efficient or user friendly	H	L	H	Website hosted externally Hosting Group perform nightly backups. Security Certificate obtained for site.	Up to date. Security Certificate obtained for site. Accidental deletion of website by hosting service, some loss of data, broken links, inconvenience to community and lack of access by the Clerk. Website now under management of Clerk, training undertaken by Clerk/webmaster via	L		Existing agreement adequate. Ongoing work by Clerk/webmaster to restore and update the website, provide timely update to news and events, services, and community information. Options being considered with Webmaster and Parish Council and views of community considered. May need consideration for upgrading and options for a new community configuration.



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						Community Action Suffolk. Assured improved rigour in timely and multiple backup provision. Ongoing work by Clerk/webmaster to restore and update the website, provide timely update to news and events, services, and community information. PEDL (Parish Email Distribution List) updated and managed by the Clerk			Data Protection requirements to be reviewed to ensure compliant.
11	Reputation. Conflict of Interest or other human error leads to improper or irregular actions, bringing the council into disrepute.	M	L	M	Councillors have a duty to declare any interests at the beginning of each meeting and request a Dispensation if appropriate. A Register of Interests is maintained by ESC. Standing Orders adopted.	Register of Interests maintained. Members take responsibility to update their ROI when required. Standing Orders maintained annually.	L		Review Standing Orders next year (annually). NALC/LGA Code of Conduct adopted March 2023 Mitigation to be assessed
12	Reputation. Staff and stakeholders not treated equally, and benefits of diversity not recognised, bringing the council into disrepute.	M	L	M	Code of Conduct Policy and Training. Equality and Diversity Policy adopted.	National New Code of Conduct LGA adopted,	M		NALC. Civility and Respect Project to be adopted.
	People								
13	Injury to, illness or loss of Clerk or Councillors on Council business.	H	L	M	Public Liability Insurance, employers' liability-to £10,000,000. Risk Assessment of any individual event to be undertaken.	Up to date, but not complete. Covid-19 AR completed during pandemic, and for Door-to-door survey by Cllrs Covid-19 and Outdoor Working RA's completed. Formal H&S Policy adopted.	L		Lone Worker Policy needed. Clerk to carry out Workstation and area check.



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14	Loss of Clerk through sickness or resignation	H	L	M	Good management practice, provide necessary training and materials, resources. Ensure pay level matches increasing performance and experience.	Clerk in post, Attends conferences and Forum, SLCC membership. Training sessions and SALC regular networking attendee. Completed SLCC ILCA and FILCA qualifications. KPC password book in progress and updated for use of Chairman in event of loss of Clerk.	L		Review Clerk pay and conditions regularly. Regular meetings of Staffing Committee. Further Member of Staffing Committee to be elected. Clerk to create Induction Pack for future handover or temporary cover.
15	Loss of Councillors through sickness or resignation. High churn.	H	H	H	Mitigation not yet considered	Councillor number currently 6 of possible 8 members but prevention not currently actively managed.	H		Consider at a future PC meeting and document how councillors are encouraged and made welcome. Active recruitment required to fill two vacancies.

PRR = Present Risk. RSR = Residual Risk. CON = Consequences. PRO = Probability.

RAG – Black, Red, Amber, Green

Black risks require immediate sustained attention. Red risks require significant attention. Amber risks require further activity to mitigate. Green risks do not need more than minor attention now.

Approved By Kettleburgh Parish Council on: 19th October 2023

Review Date: July 2024

Signed: Sonia Frost , Clerk and RFO

Chairman -Cllr E Jardine.