



**OULTON BROAD PARISH COUNCIL  
and  
NICHOLAS EVERITT PARK TRUST**

**RISK ASSESSMENT AND MANAGEMENT POLICY**

*To involve members and officers in the ownership and accountability for corporate success and appropriate management of the associated risks.*

**Definition of Risk**

An uncertainty of outcome of actions or events which impacts upon Oulton Broad Parish Council achieving its objectives.

**Policy**

1. Oulton Broad Parish Council is committed to good risk management, allowing it to:

- a) Have increased confidence in achieving its objectives
- b) Constrain threats to levels it considers reasonably acceptable
- c) Take informed decisions about exploiting opportunities; and
- d) Assist the Clerk in completing the annual governance statement.

2. The Council recognises that to achieve its objectives it must manage risk within its assessment of reasonable levels. Where risks lie beyond the risk appetite of the Council, members and officers will take appropriate action to reduce those risks. A schedule of corporate risks will be maintained in a corporate risk assessment for review and approval by members. The approach to assessing risk will be consistent and will include the risk in terms of impact and likelihood.

3. In addition to corporate risk, members and officers have a responsibility to assess and appropriately manage risk as part of the evaluation of project proposals, business cases and grant applications. Officers will include the detailed outcome of project and business case risk assessment in any Council agenda item that considers major financial investment. Responsibility for assessing and managing Health and Safety risks associated with Council activity and events will be managed by the Clerk with methods of safe working communicated to and adhered by members, officers and contractors.

4. Officers are responsible for assessing and managing risk as an integral part of their day-to-day role in ensuring the Council's objectives are met, recognising that all risk categories must be considered, including reputation, health and safety and financial risk. Where risks are identified which have the potential to impact upon the Council's objectives, these will be referred to the Clerk for consideration for inclusion in the corporate risk assessment.

5. Members are required to review this risk assessment and management policy and the corporate risk assessment at least annually. This will include ensuring that there is:

- a) A review of the risk assessment criteria, risk appetite and approaches to managing risk.
- b) An identification and updating of the schedule of risks.
- c) An evaluation of the likelihood and potential impact to the Council of each risk materialising.
- d) A decision on measures to avoid, reduce or control each risk, as appropriate; and
- e) A record made of the decisions reached.

## **Organisational Arrangements**

6. The Clerk will ensure that all officers are aware of their responsibility in managing and reporting risk. Each officer shall make appropriate arrangements to ensure risk is continually assessed in relation to their area of responsibility.

7. The Clerk will initially review the corporate risk assessment at least annually in advance of it being submitted to the Council for review and ultimate approval.

8. The Council will arrange for the approval of the risk assessment and management policy and corporate risk assessment on at least an annual basis.

## **About the Council**

Oulton Broad Parish Council was formed in May 2017, it is the second largest parish in its area. The Council has varying activities and functions and is currently insured through Zurich. The Council is also part of the Nicholas Everitt Park Trust. The Council has assets of which we are landlords. Nicholas Everitt Park and all the assets inside the park will become part of Oulton Broad Parish Council in April 2018. Zurich insurance policy is on an annual basis and is reviewed every April.

The contact details for our insurers are:

Policy Number YLL-2720842443

Zurich

Jonathan Meisels

Customer Account Manager

Town, Parish and Community Councils

PO Box 726

Chichester

PO19 9PS

The Clerk retains the insurance documentation and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by "Government and Accountability 2020". The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

## Oulton Broad Parish Council Risk assessment rating criteria

<b>LIKELIHOOD</b>	Highly probable 76-99%	<b>4</b>				
	Probable 51-75%	<b>3</b>				
	Possible 26-50%	<b>2</b>				
	Unlikely 1-25%	<b>1</b>				
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			Minor	Moderate	Serious	Major
			<b>IMPACT</b>			
<b>FINANCIAL IMPACT</b>			Loss of up to £1000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000
<b>and/or REPUTATIONAL IMPACT</b>			Minimal / localised damage to reputation	Moderate and/or medium term damage to reputation.	Serious damage to reputation within the area and potentially beyond.	National and/or long-standing damage to reputation; intervention by Government
<b>and/or HEALTH &amp; SAFETY IMPACT</b>			No health and safety impact	Minor injury, possibly requiring treatment by health care professional	Serious injuries	Fatality or life-changing injuries

## Oulton Broad Parish Council

### Risk appetite and approaches to managing risk

<b>LIKELIHOOD</b>	Highly probable 76-99%	<b>4</b>		<b>TREAT (take action to reduce risk exposure by introducing measures / controls)</b>		<b>TERMINATE (ie stop the activity that generates the risk)</b>
	Probable 51-75%	<b>3</b>				
	Possible 26-50%	<b>2</b>				
	Unlikely 1-25%	<b>1</b>	<b>TOLERATE (an informed view reached that the risk is accepted)</b>			<b>TRANSFER (usually via insurance or other contractual arrangement)</b>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			Minor	Moderate	Serious	Major
<b>IMPACT</b>						

Risks rated as **GREEN** are reasonably acceptable to the Council. It is unlikely that further additional measures are required to control these risks. However, the risk level will remain monitored as part of the risk management.

Risks rated as **AMBER** are reasonably acceptable to the Council. However further additional measures may be needed to **treat** (i.e. control) the risks and so reduce exposure OR to consider risk **transfer** e.g. via insurance or a contractual arrangement. The Council must be periodically advised of amber risks and the action planned and/or taken to control them.

Risks rated as **RED** are not acceptable to the Council. Immediate action is required to bring the risk down to a lower category of risk or, if this is not possible or desired, to **terminate** the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the spectrum of reasonably acceptable risk for the Council. *Any action taken must be in accordance with the Council's Standing Orders and Financial Regulations.*

## Oulton Broad Parish Council RISK ASSESSMENT

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
<b>FINANCIAL</b>							
Precept inadequate	2	1		<ul style="list-style-type: none"> <li>Budget expenses are more than the Precept</li> </ul>	All expenses should stay within budget, other than emergencies. All expenditure should be agreed at Finance Committee or full council	Annually	RFO /Cllrs
Handling and writing of cheques	2	1		<ul style="list-style-type: none"> <li>At least two councillors designated as cheque signatories</li> </ul>	Financial Regulations, reviewed and adopted	Annually	PC
Payments by Bank Transfer	2	1		<ul style="list-style-type: none"> <li>At least two councillors designated for authorising the Bank payments</li> </ul>	The Clerk is the submitter, who acts as signatory and delegated councillors (who are on the finance committee) should authorise the payment	Monthly	RFO /Cllrs
Incomplete or inaccurate financial records	2	1		<ul style="list-style-type: none"> <li>Oulton Broad Parish Council to comply with Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide and Proper Practices to be applied in the preparation of statutory annual accounts and governance statements. Financial Regulations to be approved. Financial systems to be determined. Cashbook and systems to be set up with a recommendation from the RFO on a reputable and reliable financial software system.</li> </ul>	Internal control policy approved by Council. Clerk and RFO to have relevant qualifications and experience to fulfil role Budget monthly review scrutinised by Council Expenditure approved at Finance Committee and Full Council Bank Reconciliation authorised monthly with the bank statement	Ongoing	RFO

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Breach of Financial Regulations	2	1		<ul style="list-style-type: none"> <li>Members and officers are required to comply with Financial Regulations.</li> </ul>	Regular financial monitoring Bank Reconciliation authorised monthly by a Finance Committee Councillor who is not a bank signatory	Monthly	RFO /cldr
Audit Challenges	2	1			Audit Control policies in place and reviewed	Annually	PC
Loss of cash through fraud or dishonesty	2	1		<ul style="list-style-type: none"> <li>Reduction in available funds</li> <li>Loss of reputation</li> </ul>	<ul style="list-style-type: none"> <li>Clear financial procedures and regulations</li> <li>Annual Internal Audits</li> <li>Adequate insurance Cover</li> </ul>	Annually	PC
Council overspend	2	1		<ul style="list-style-type: none"> <li>Areas of spend closely monitored by RFO and Council</li> <li>Regular reporting to Council.</li> </ul>	Details of committed spend provided to members to inform decision making through the year and at budget planning stage. Reserves policy to be drafted.	Monthly	RFO
Grant funding / joint project funding not used appropriately	2	2		<ul style="list-style-type: none"> <li>Failure to have funds when needed</li> </ul>	Introduce a system of checks to ensure partners and projects meet Oulton Broad Parish Council objectives.	Annually	RFO /Cllrs
Incorrect VAT claim and VAT non-compliance	2	1		<ul style="list-style-type: none"> <li>RFO scrutinises all invoices received to assess.</li> </ul>	Officers to be trained in procedures for VAT. RFO to provide VAT claims annually for the first year. Then reviewed quarterly the following years	Quarterly	RFO

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Insurance inadequate for purposes	2	1		<ul style="list-style-type: none"> <li>Mandatory insurances in place for Oulton Broad Parish Council and need approval in May and at the intervals required to ensure that there is appropriate insurance in all areas going forward as determined by the Council at its May meeting.</li> </ul>	Annual reviews take place with insurers to ensure cover is adequate and not excessive. Ensure assets are insured where necessary. Setup communication with Zurich Complete up to date asset register	Annually	RFO / Chairman
Banking errors and charges arising	2	1		<ul style="list-style-type: none"> <li>Bank reconciliations undertaken monthly.</li> </ul>	Statements authorised by Finance Committee Councillors and reviewed monthly. Budget updated provided at finance committee Bank balances provided at full council	Ongoing	RFO
Loss of interest	2	1		<ul style="list-style-type: none"> <li>Current account established. Savings accounts being progressed.</li> </ul>	Savings account being established with the Government Debt Management Office and Council to approve investment policy and longer-term savings arrangements	Annually	PC
Complying with restrictions on borrowing	2	1		<ul style="list-style-type: none"> <li>Assets seized</li> <li>Additional incurred costs</li> </ul>	Include loan repayments in annual budget Clear financial regulations	Annually	PC
Failure to use grants received for intended purposes	2	1		<ul style="list-style-type: none"> <li>Lack of funds for project for which grant was intended</li> <li>Possible charge of misappropriation</li> </ul>	Ensure funds properly ring fenced Clear financial procedure Work to deadline	Annually	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Failure to ensure the proper use of funds granted to local community bodies under specific powers or Section 137	2	1		<ul style="list-style-type: none"> <li>Lack of funds for project for which grant was intended</li> <li>Misuse of grant monies</li> </ul>	Follow up on projects with the project reporting form. Maintain a separate record for Section 137 expenditure	Annually	RFO
Failure to ensure the proper use of funds granted under the Community Infrastructure Levy	2	1		<ul style="list-style-type: none"> <li>Lack of funds for project for which the levy was intended.</li> <li>Misuse of CiL monies</li> </ul>	Follow up and report on projects with CiL Annual reporting form	Annually	RFO
Loss or theft of cash	1	2		<ul style="list-style-type: none"> <li>Fidelity insurance in place.</li> <li>.</li> </ul>	Cash holdings are to be minimal Lockable cash tin stored in a lockable filing cabinet Lockable safe provided	Annually	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
<b>GOVERNANCE</b>							
Breach of Standing Orders	1	1		<ul style="list-style-type: none"> <li>• Standing Orders drafted. Induction and training arranged and advised to members.</li> </ul>	All members and officers to be aware of and adhere to agreed Standing Orders. Induction and training to take place,	Ongoing	PC
Spend and activity in areas in which the Council has no power (ie Council behaves <i>ultra vires</i> )	2	1		<ul style="list-style-type: none"> <li>• Access to Norfolk Parish Training and Support</li> </ul>	Council has General Power of Competence	Ongoing	PC
Insufficient capacity of members and staff to deliver upon Council objectives.	2	1		<ul style="list-style-type: none"> <li>• Support from East Suffolk District Council</li> <li>• Support from Norfolk Parish Training and Support</li> </ul>	Members to monitor achievement of Council work plan regularly and recommend change as required. Commitments are not accepted without clear identification of legal power, resources required and funding allocation.	Ongoing	PC
Members fail to behave in accordance with the member code of conduct	2	1		<ul style="list-style-type: none"> <li>• Code of Conduct policy adopted by Council.</li> <li>• All members to sign declaration of acceptance of office.</li> <li>• Complaints procedure in place.</li> <li>• Monitoring Officer role in place (via Waveney District Council)</li> </ul>	New members to attend induction and training including on the member Code of Conduct and Nolan principles of public office.	Ongoing	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Insufficient Councillors	2	1		<ul style="list-style-type: none"> <li>Increased pressure on remaining Councillors and the Clerk</li> <li>Inability for the Council to function if numbers became too low</li> </ul>	Advertise for Councillors following the correct protocol as necessary  Positive promotion of being a Councillor  Good Council reputation	Ongoing	PC Clerk
Council lacks relevant skills and commitment	2	1		<ul style="list-style-type: none"> <li>Council fails to achieve its purpose</li> <li>Decision making by-passes council</li> <li>Poor value for Precept money</li> </ul>	Training of Councillors Provide all new Councillors with 'Good Councillors Guide Booklet' Encourage good relationships between Clerk and Councillors Close review of attendance	Annually	Clerk
Councillors benefiting from being on the Council	2	1		<ul style="list-style-type: none"> <li>Affects the reputation of the Council</li> <li>Conflicts of interest</li> </ul>	Clear Standing Orders Clear Code of Conduct Councillor Training Open and transparent system of payments and accountability	Annually & all meetings	Clerk
Conflict of interest not declared or dealt with appropriately	1	1		<ul style="list-style-type: none"> <li>A member-officer protocol being developed.</li> <li>Monitoring Officer maintains register of interests which is published on the internet.</li> <li>Staff conflicts of interest referred to PC.</li> </ul>	New members to attend induction and training including on the member Code of Conduct and Nolan principles of public office.	Ongoing	PC
Referendum or by-election required	1	1		<ul style="list-style-type: none"> <li></li> </ul>	Provision to be created for the cost of a by-election or referendum.	When needed	RFO
Libel or slander claims received	2	1		<ul style="list-style-type: none"> <li>Insurance in place.</li> </ul>	No less than annual review	Annually	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Poor relationships with local Government partners	2	1		<ul style="list-style-type: none"> <li>Ongoing work to ensure that there is ongoing liaison to maximise opportunities and influence.</li> <li>Particular work taking place to ensure productive handover from Waveney District Council of relevant assets and also to support implementation on an ongoing basis and influence over matters such as development control.</li> </ul>	<p>New members to be trained in different roles and responsibilities of a local council and a principal authority.</p> <p>Full council agendas to be sent to district and county councillors with an opportunity to speak in the public participation session, subsequent to the first meeting.</p>	Ongoing	PC
Council meetings not quorate or not minuted correctly.	2	1		<ul style="list-style-type: none"> <li>Attendance recorded as part of minute taking to evidence a quorum.</li> <li>Minutes and agenda published as per legal requirements. Minutes approved by the Council as a true and accurate record.</li> <li>Confusion and misunderstanding</li> <li>Actions not reflecting intentions of Council</li> </ul>	<p>Approval obtained by the Parish Council and the following meeting. Minutes need to be signed by the chairman at the time of the meeting. Full signature on the last page and initialled at the bottom of each page. Pages need to be consecutive. The signed master copy should be stored for safe keeping</p>	Ongoing	PC
Failure to meet the laid down timetables when responding to consultation	2	1		<ul style="list-style-type: none"> <li>Affect reputation</li> <li>Ineffective or loss of involvement</li> </ul>	<p>Documented procedures to deal with responses to consultation requests to be investigated</p> <p>By law and Standing Orders</p>	Ongoing	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
<b>STAFFING/OPERATIONAL</b>							
Inadequate training	2	1		<ul style="list-style-type: none"> <li>• Induction and initial training in place.</li> <li>• Training policy and record sheets established.</li> </ul>	All officers to receive sufficient professional and on-the-job training to ensure they can fulfil their roles. Officer appraisal to take place on regular basis Member training to take place as needed to take account of any specialist committee roles and new developments.	Ongoing	PC
Staff (Clerk and RFO)	2	1		<ul style="list-style-type: none"> <li>• Accident at work</li> <li>• Sickness</li> <li>• Terminates employment</li> </ul>	Employers Liability in place, Lone Working Policy, Adequate Working Balance.	Autumn 2018	PC
Members of the public attending meetings	1	1		<ul style="list-style-type: none"> <li>• Accident</li> <li>• Incident</li> <li>• Press</li> <li>• Filming</li> </ul>	Public Liability Insurance Visual Inspection – recorded Standing Orders in Place 'Right for public to attend' and 'filming statement' read out	Ongoing	PC and chair man
Loss of Office Key	2	2		<ul style="list-style-type: none"> <li>• Failure to be able to get into the office to work</li> <li>• General Back log</li> </ul>	Spare keys located in two different places, held by Councillors	Annually	PC
Lack of relevant information given to the council	2	2		<ul style="list-style-type: none"> <li>• Inability to make informed decisions based on the information given</li> </ul>	Communication system in place for the councillors. Regular meetings and briefings	Ongoing	Clerk

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Poor Document Control	2	1		<ul style="list-style-type: none"> <li>Information not passed on, in a timely manner.</li> <li>Deadlines missed</li> </ul>	Clear standing orders, showing timescales needed for certain documentation. Internal Control Internal Auditor6	Ongoing Annually review	PC
Failure to comply with law, in particular <ul style="list-style-type: none"> <li>Equal Opportunities</li> <li>Data Protection (old)</li> <li>GDPR (new)</li> <li>Disability Discrimination</li> <li>Employment Law</li> </ul>	2	2		<ul style="list-style-type: none"> <li>Incur fines and penalties from regulation bodies</li> <li>Employee action for negligence of grievance</li> <li>Loss of reputation</li> </ul>	Clear policies and procedures, adopted and reviewed Regular review of law Training programme for staff including induction procedure Appoint a Line Manager for the staff to turn too Supervision and Appraisal	Ongoing	PC
Lone Working	2	1		<ul style="list-style-type: none"> <li>When working in the office, meeting contractors and members of the public</li> <li>Clerk to notify Parish Council of any issues within her working environment</li> </ul>	Lone Working Policy adopted and reviewed annually  To comply with employment regulations	Annually	PC
Working from home	2	1		<ul style="list-style-type: none"> <li>Clerk to notify Parish Council of any issues within her working environment</li> <li>When Government states that working from home is necessary due to health concerns</li> </ul>	To comply with employment regulations  Cost for working from home should be born by the PC	Annually	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Risk to third party, property or individuals	2	1		<ul style="list-style-type: none"> <li>• Make sure insurance is in place a accurate</li> <li>• Health and Safety risk assessments</li> <li>• Inspections carried out</li> </ul>	Annually  3 months	Annually	PC
Comply with Employment law	2	1			Member of a support and training company, with up to date legislation. Norfolk PTS Clerk to become a member of the Society of Local Council Clerks Council to include Employers Liability cover within its insurance arrangements	Annually	PC
Contractors	2	1		<ul style="list-style-type: none"> <li>• Public Accident</li> <li>• Public Incident</li> </ul>	The contractors should be risk assessed and the insurance should be part of Waveney Norse	Ongoing	PC
Payroll inaccurate	2	1		<ul style="list-style-type: none"> <li>• Mistakes made in the payroll</li> </ul>	Payroll is outsourced Contract of Employment states that the employee will have to repay any overpayments that have be made	Ongoing	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
<b>HEALTH &amp; SAFETY</b>							
Member of public, staff or members injured at Oulton Broad Parish Council premises or event	2	1		<ul style="list-style-type: none"> <li>Health and Safety Policy in place</li> <li>Public &amp; employers' liability insurance in place.</li> <li>Contractors required to state liability insurance status prior to securing work with Oulton Broad Parish Council.</li> </ul>	All members and staff made aware of their Health & Safety responsibilities. All contract are competent and passed all checks and risk assessments completed by Waveney Norse	Ongoing	PC
Lone Working: Can be find under Staffing and Operational section				<ul style="list-style-type: none"> <li></li> </ul>			

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
<b>INFORMATION ASSETS</b>							
Excessive Freedom of Information requests	2	2		<ul style="list-style-type: none"> <li>ICO registration in place as data controllers, subject to payment by the Council.</li> <li>Publication Scheme in place</li> <li>Minutes and spend over £500 to be published the Oulton Broad Parish Council website.</li> <li>Public and press welcome to attend council meetings.</li> </ul>	Provide transparent information under the transparency code. Keep regular checks	Ongoing	PC
Loss of data	2	1		<ul style="list-style-type: none"> <li>Laptop and encrypted USB Drive</li> </ul>	Laptop back up done on external drive and stored off site and Clerks home. USB Drive backed up and encrypted and stored securely Laptop goes home every night	Ongoing	PC
Corporate memory loss arising from staff or member loss of office / resignation	2	1		<ul style="list-style-type: none"> <li>Documents to be available on Oulton Broad Parish Council website where appropriate.</li> <li>Passwords to be protected as per Financial Regulations.</li> <li>Delegated decisions to be recorded as required in law.</li> </ul>	Develop and apply procedure for dealing with future staff leavers (to include documenting knowledge). Member knowledge to be documented within the Council data storage Storage of password stored in an envelope, held by the Chairman	Ongoing	PC  Chairman

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Breach of data protection / information security	2	1		<ul style="list-style-type: none"> <li>Breaches of data protection required to be reported to council.</li> <li>Council registered as a data controller with ICO, subject to payment by the Council.</li> </ul>	Officer training in information security and principles of data protection. Contractual clause for officers and consultants to maintain confidentiality. Training for the new GDPR	GDPR	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
<b>REPUTATION</b>							
Adverse press coverage	2	2		<ul style="list-style-type: none"> <li>Public and press welcome to attend/film Council meetings.</li> <li>Only the Clerk and Chairman may respond to media enquiries on behalf of the Council.</li> <li>PC media training to be incorporated</li> </ul>	Proactively use the press to promote the work of Oulton Broad Parish Council	Ongoing	PC Chairman
Lack of community engagement and recognition	2	2		<ul style="list-style-type: none"> <li>All Oulton Broad Parish Council activity is for the benefit of the people of its area.</li> </ul>	Promote and apply community engagement and develop appropriate strategy Develop social media	Ongoing	PC
Government no longer values the work of local councils and introduces restrictions.	1	1			Respond to Government consultations, including through liaison with outside body for knowledge, training and support, such as Norfolk Parish Training and Support. In particular to respond when notified of any precept referendum consultation or similar. Develop community engagement strategy and promote good news stories.	As and when	PC
Undue negative influence of political parties on council policy	2	2		<ul style="list-style-type: none"> <li>Election nominations open and promoted to all residents/workers who meet the qualification criteria</li> </ul>	Promote unencumbered outcome focused council working for the benefit of the community. Review political composition of the council.	As and when	PC PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
<b>ASSETS</b>							
Lack of maintenance of Council owned property	2	2		<ul style="list-style-type: none"> <li>High cost of repair</li> <li>Injury to third party, leading to claims</li> <li>Damage to property</li> </ul>	Conditions Survey Risk Assessment Regular routine Maintenance Regular Service as required by Health and Safety regulations Insurance Cover	Ongoing	
Failure to comply with ownership responsibilities and law regarding assets	2	1		<ul style="list-style-type: none"> <li>Assets transferred under Reorganisation Order. Assets to be maintained under existing contracts with Waveney Norse</li> </ul>	All management contracts to be reviewed for transfer to Oulton Broad Parish Council and agreement to be made in relation to any future arrangement with Waveney District Council.	Ongoing Review 2023	PC
Damage to or loss or theft of Office Based Assets	1	1		<ul style="list-style-type: none"> <li>Assets to be kept secure.</li> <li>Asset Register maintained</li> </ul>	Asset register and contract management details to be adopted by council. Draft asset register and asset policy to be presented for approval to Council as and when new assets acquired. Contract and other asset management arrangements to be reviewed. Bank accounts to be approved. Insurance to be reviewed. Initially May and thereafter at the intervals needed and agreed by the Council.		PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
<b>Physical Assets</b>							
Protection of physical assets	2	1			Asset register maintained	Ongoing	PC
Play Equipment	2	1		<ul style="list-style-type: none"> <li>• Security</li> <li>• Health and safety</li> <li>• Insurance</li> </ul>	Asset register review Weekly checks provided by Waveney Norse. Annual play inspection by RoSPA	Ongoing	PC
101 Colmans Shed	2	1		<ul style="list-style-type: none"> <li>• Thatched boat storage</li> <li>• Tenants and activities</li> </ul>	The building is tenanted so there we only need to insure for the outside and roof. Outside activities will be covered by the tenant's risk assessments and insurance. Annual inspection is needed	Annually	PC
105 L&DWWWST Shed	2	1		<ul style="list-style-type: none"> <li>• Thatched boat storage</li> <li>• Tenants and activities</li> </ul>	The building is tenanted so there we only need to insure for the outside and roof. Outside activities will be covered by the tenant's risk assessments and insurance. Annual inspection is needed	Annually	PC
107 Colmans Shed Boat Park	1	1		<ul style="list-style-type: none"> <li>• Thatched boat storage</li> <li>• Tenants and activities</li> </ul>	The building is tenanted so there we only need to insure for the outside and roof. Outside activities will be covered by the tenant's risk assessments and insurance. Annual inspection is needed	Annually	PC
111 Pets Corner	1	1		<ul style="list-style-type: none"> <li>• Mini Zoo</li> </ul>	The area is run by the tenants, insured and risk assessment. Annual inspection needed. Checking the necessary health and safety certificate	Annually	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
121 OBWSC	1	1		<ul style="list-style-type: none"> <li>Old thatched shed and boat parking</li> </ul>	<p>The building is tenanted so there we only need to insure for the outside and roof.</p> <p>Outside activities will be covered by the tenant's risk assessments and insurance. Annual inspection is needed</p>	Annually	PC
Allotments	1	1		<ul style="list-style-type: none"> <li>Allotments rented out</li> </ul>	<p>Rented and managed by Lowestoft and District Allotment Association.</p> <p>Annual check on risk assessments etc</p>	Annually	PC
Car Parks	1	1		<ul style="list-style-type: none"> <li>Public Cars, free and pay and display</li> </ul>	<p>Grass and metalled, leased back to tenants who manage the car parks</p> <p>Annual checked that documentation is up to date and in place</p>	Annually	PC
99 Boating Lake	2	1		<ul style="list-style-type: none"> <li>Small lake for model boats and kids canoes</li> </ul>	<p>Tenanted. Licensed and enclosure.</p> <p>Annual check of risk assessments and health and safety documentation</p>	Annually	PC
100 Leisure Centre	2	1		<ul style="list-style-type: none"> <li>Amusements, extended building</li> <li>Café</li> <li>Swimming pool</li> </ul>	<p>Tenanted. Perimeter wall. Swimming out of use. Health and Safety, food hygiene, risk assessments in place and checked annually before the season starts</p>	Annually	PV
102 Pavilion	2	1		<ul style="list-style-type: none"> <li>Building and verandah</li> <li>Bowls and Tennis</li> <li>Meetings for OBPC</li> <li>Clerks Office</li> </ul>	<p>Building conditions survey</p> <p>Asbestos register</p> <p>Legionella testing and register</p> <p>Health and Safety compliance</p>	Annually and daily	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
103 Flat above museum	1	1		<ul style="list-style-type: none"> <li>Accommodation</li> </ul>	Not in use, needs renovating. Will need a health and safety risk assessment before people go into it	As and when	PC
104 Tennis Court	2	1		<ul style="list-style-type: none"> <li>4 Tennis courts for members and public use</li> </ul>	Need to be kept in good order. Health and Safety, Norse Contractors maintenance and regular checks done. Risk Assessment in place	As and when	PC
Toilets	2	1		<ul style="list-style-type: none"> <li>Public convenience and showers</li> </ul>	One thatched. Insured. Managed by Norse Contractors, regular checks and risk assessments done	Annually	PC
109 Pump House	1	1		<ul style="list-style-type: none"> <li>Pumps</li> </ul>	Small, enclosed and locked. Insured for the building. Managed by Norse	Annually	PC
110 Marina Yacht Station	2	1		<ul style="list-style-type: none"> <li>Pontoons and Quays</li> </ul>	Leased back to Sentinel who manage the harbour, quays and moorings. Risk assessments and health and safety in place	Annually	PC
112 Harbour Master	2	1		<ul style="list-style-type: none"> <li>Washroom</li> <li>Toilets</li> <li>Harbour Masters Office</li> </ul>	Thatched building. Building insurance. Leased back to Sentinel who manage the necessary paperwork and risk assessments. Check on an annual basis	Annually	PC
115-119 The Boulevard units	2	1		<ul style="list-style-type: none"> <li>Rented units as café, and retail huts</li> <li>Storage huts</li> </ul>	Tenanted. Therefore risk assessments done, health and safety. Food Hygiene certificate where necessary. Individual tenants will insure the insides. OBPC insures the building. All relevant documentation checked annually	Annually	PC

	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer
Museum	2	1		<ul style="list-style-type: none"> <li>Public Museum</li> <li>Items on display</li> </ul>	Open to the public. Lowestoft Museum insure the contents. OBPC insure the building. Boiler under OPBC insurance policy. Health and Safety and risk assessments in place and checked annually	Annually	PC
123 Park Café	1	1		<ul style="list-style-type: none"> <li>Café and terraces</li> <li>Sheds</li> <li>Trampolines</li> </ul>	Tenanted so inside insured by them. Building insured by OBPC. Food hygiene certificate. Health and Safety and risk assessments in place and checked before the start of the season	Annually	PC
125 Yacht Club	1	1		<ul style="list-style-type: none"> <li>Club building and terraces</li> <li>Quays</li> </ul>	Tenanted to the yacht club. All necessary documentation reviewed annually	Annual	PC
131 Band Stand	1	1		<ul style="list-style-type: none"> <li>Public Bandstand</li> </ul>	Open to the public with events playing in the bandstand. Standalone steps ad surrounds. Norse contractors check on a regular basis	Annual	PC
Bowls Green	2	1		<ul style="list-style-type: none"> <li>Bowling green</li> </ul>	Maintenance maintained by Norse. Only Bowls club plays. Health and Safety checked regularly	Annual	PC
Old Sweet Shop	1	1		<ul style="list-style-type: none"> <li>Workshop in Brick</li> </ul>	FoNEP use this as they storage area. Building insured by OBPC. Health and Safety inspected on a regular basis by FoNEP and Norse. Currently closed and mothballed due to asbestos.	Annual	PC
121 Bridge Road	1	1		<ul style="list-style-type: none"> <li>House and garden</li> </ul>	Outside insured by OPBC. Tenanted by a person who lives there. Council House	Annual	PC