



"Not for self"

Oswestry Rural Parish Council

ANNUAL RISK ASSESSMENT

Cemeteries / Churchyards

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action
Environmental	Maintenance including grass cutting	<ul style="list-style-type: none"> ○ Ensure an approved planned maintenance programme is in place. ○ Ensure that any contracts for maintenance are properly signed between the Parish Council and maintenance contractor(s). ○ Monitor performance via communication from Parish Councillors and members of the public. ○ Enforce contract provisions for non-performance. ○ Ensure that contractors have appropriate third-party insurance. ○ Ensure that service expenditure is reviewed annually as an integral part of the budgetary process. 	Low	Medium	2	The Parish Council has undertaken regular grounds maintenance of its cemeteries and land. A three month extension has been agreed to enable a contract / tendering process to be undertaken. A new three year contract should be in place from July 2023. Specification of works are included in contract. Public Liability insurance for £5m. Three year insurance agreement in place. Funding included in the budget and expenditure reviewed as part of budget setting process.
Environmental	Dog Fouling	Ensure adequate signage is in place defining regulations/byelaws applicable to dog fouling.	Low	Low	1	A sign is in situ in the noticeboard (checking 21/04/23)
Environmental	Vandalism	<ul style="list-style-type: none"> ○ Encourage members of the public to report all incidents to the police for appropriate action. ○ Maintain liaison with local enforcement agencies. ○ Ensure adequate insurance cover is maintained. 	Low	Medium	2	The Council is insured for property damage.
Administration / Legal / Financial	Failure to maintain adequate records	<ul style="list-style-type: none"> ○ Ensure adequate policies and procedures are in place and reviewed, as necessary. ○ Ensure all electronically held cemetery information is backed up and held securely. 	Low	High	3	Adequate records are maintained and reviewed as required.

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action
						Electronic cemetery records are maintained together with books
Financial	Failure to collect charges	<ul style="list-style-type: none"> ○ Ensure that all income from cemetery charges due to the Council is received and properly recorded. ○ Arrange for appropriate internal audit testing. ○ Any write-off for non-collection of fees should be approved by the Parish Council. 	Low	Low	1	All income due has been received and properly recorded.
Financial	Failure to review charges/procedures	<ul style="list-style-type: none"> ○ Ensure that all cemetery fees are reviewed as required as an integral part of the budgetary process. ○ Ensure policies and procedures are reviewed as required to ensure efficient practices. 	Low	Low	1	Cemetery fees last reviewed January 2023. There has been no changes to fees. All policies and procedures are regularly reviewed.
Financial	Failure to bank income	<ul style="list-style-type: none"> ○ The RFO should ensure prompt banking of income received. ○ Ensure all income received is presented to Parish Councillors each month and balanced with bank statement. 	Low	Low	1	All income is banked at the earliest convenience, most income is paid directly into the bank. Financial information is approved at each monthly Parish Council meeting.
Physical	Theft	<ul style="list-style-type: none"> ○ Any theft should be reported to the police and the Parish Council. ○ Ensure asset register is kept up to date and adequate insurance is in place. 	Low	Medium	2	The Council is not insured for theft, only damage. Asset Register is reviewed annually and is due for review as part of AGAR 2022/23.
Physical	Personal Injury	<ul style="list-style-type: none"> ○ Carry out regular site inspections for all items recorded in asset register and record in a Register of Inspections. ○ Ensure that all appropriate disclaimer notices, warning signs etc. are displayed in a prominent place and kept current. ○ Ensure all risks to the public are minimised and eliminated wherever possible. ○ Maintain records of injury. ○ Ensure adequate insurance cover is in place. 	Low	Medium	2	Site inspection of the cemetery is carried out annually as part of the risk assessment exercise. Employers' Liability cover = £10m. Public Liability cover = £10m Personal accident cover is in place. All reports of injury are investigated and reported at Parish Council for resolution.
Physical	Headstone/kerbstones safety survey	<ul style="list-style-type: none"> ○ Ensure that adequate policies and procedures are in place for memorial safety. ○ Ensure inspections are completed in accordance with policies and procedures. ○ Ensure that facility users are aware of any danger. ○ Maintain appropriate records. ○ Ensure adequate insurance cover is in place. 	Low	Medium	2	The cemetery is periodically checked, and any problems are reported by the grounds maintenance contractor.

Number of risks:	10
Number of risks scored:	17
Average score:	1.7

Street Lighting

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Agreements with service providers	<ul style="list-style-type: none"> ○ Ensure that renewal procedures for all agreements are in place. ○ Ensure the contractor has adequate insurance in place. ○ Review terms of contract, as necessary. 	Low	High	3	Contracts are reviewed as required and copies of insurance are held. Street lighting contractor has £10m public liability insurance.
Environmental	Failure to provide lighting	Ensure that supply interruptions are rectified as soon as possible.	Low	Medium	2	All street lighting faults are reported to the contractor for remedial action. The Clerk also sends notification to Fix my Street at Shropshire Council
Environmental	Fly posting	<ul style="list-style-type: none"> ○ Ensure that any policies on fly posting are adhered to. ○ Remove any fly posting on Parish Council property that has not been approved. 	Low	Low	1	None experienced.
Environmental	Vandalism	<ul style="list-style-type: none"> ○ Manage all vandalism as appropriate. ○ Report vandalism to the police if appropriate. ○ Ensure adequate insurance cover is in place. 	Low	Medium	2	Council street furniture is insured.
Financial	Poor maintenance	<ul style="list-style-type: none"> ○ Ensure that any poor maintenance is communicated to the contractor for appropriate action. ○ Ensure that service expenditure is reviewed annually as part of the budgetary process. ○ Ensure that repairs have been carried out in accordance with invoices received. 	Low	Medium	2	<p>It is difficult to budget for maintenance as this depends on number of repairs, which differs each year.</p> <p>Any issues are generally identified by members of the public and are reported by the Clerk. Repairs are carried out by the contractor as quickly as possible</p>

Number of risks:	5
Number of risks scored:	10
Average score:	2

Open Spaces

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Environmental	Fly tipping	<ul style="list-style-type: none"> ○ Report fly tipping to Shropshire Council for action. ○ Arrange for safe disposal procedures if fly tipping has taken place on Council owned land and report incidents to the police. 	Low	Medium	2	Any reports of tipping will be reported to Shropshire Council and Police.
Environmental	Vandalism	<ul style="list-style-type: none"> ○ Manage vandalism as appropriate. ○ Report all incidents to the police. ○ Ensure adequate insurance cover is in place. 	Low	Medium	2	The Council is insured for property damage.
Financial	Poor maintenance	<ul style="list-style-type: none"> ○ Ensure that any poor maintenance is communicated to the contractor for appropriate action. ○ Ensure that service expenditure is reviewed annually as part of the budgetary process. ○ Ensure that repairs have been carried out in accordance with invoices received. 	Low	Medium	2	Any problems are reported by the grounds maintenance contractor for action.
Physical	Personal Injury	<ul style="list-style-type: none"> ○ Carry out regular site inspections of all property as recorded in the asset register. ○ Record all inspections in a Register of Inspections. ○ Ensure that all appropriate disclaimer notices, warning signs etc. are displayed in a prominent place and kept current. ○ Ensure all risks to the public are minimised and eliminated wherever possible. ○ Maintain records of injury. ○ Ensure adequate insurance cover is in place. 	Low	Medium	2	Annual Risk assessment are completed . The latest being March / April 2023. Adequate insurance arrangement are in place. All reports of injury are investigated and reported at Parish Council for resolution

Number of risks:	4
Number of risks scored:	8
Average score:	2

Street Furniture, Miscellaneous Assets and Office Equipment

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Inadequate standard of provision	<ul style="list-style-type: none"> o Ensure purchase and maintenance of all goods and services is approved by the Parish Council prior to purchase. o Where appropriate ensure due diligence is carried out beforehand. o Where appropriate ensure secure installation and storage. 	Low	Low	1	The Clerk has been provided with a new laptop, printer, and mobile phone. This is located at the Clerk's home address.
Provision of new / replacement items	Provision of adequate insurance	Ensure adequate insurance is in place.	Low	Medium	2	Adequate insurance is in place. The Council has a 3 year Insurance agreement with Zurich to 2025
Environmental	Vandalism	<ul style="list-style-type: none"> o Manage vandalism as appropriate. o Report all incidents to the police. o Ensure adequate insurance cover is in place. 	Low	Low	1	The Council is insured for property damage.
Financial	Poor maintenance	<ul style="list-style-type: none"> o Ensure that any poor maintenance is communicated to contractor/service provider for appropriate action. o Ensure that service expenditure is reviewed annually as part of the budgetary process. o Ensure that repairs have been carried out in accordance with invoices received. o Arrange repairs and maintenance as required. 	Low	Medium	2	A notice board maintenance plan is in place. Budget provision in place for maintenance.
Physical	Personal Injury	<ul style="list-style-type: none"> o Conduct regular site inspections of all property as recorded in the asset register. o Record all inspections in a Register of Inspections. o Ensure that all appropriate disclaimer notices, warning signs etc. are displayed in a prominent place and kept current. o Ensure all risks to the public are minimised and eliminated wherever possible. o Maintain records of injury. o Ensure adequate insurance cover is in place. 	Low	Medium	2	Risk assessments are completed annually. The last being March / April 2023 Adequate insurance is in place.

Number of risks:	5
Number of risks scored:	8
Average score:	1.6

War Memorials

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Environmental	Vandalism	<ul style="list-style-type: none"> ○ Manage vandalism as appropriate. ○ Report all incidents to the police. ○ Ensure adequate insurance cover is in place. 	Low	Low	1	Low incidents
Financial	Poor maintenance	<ul style="list-style-type: none"> ○ Ensure adequate maintenance. ○ Ensure adequate expenditure is included in the annual budget. ○ Ensure that repairs have been carried out in accordance with invoices received. ○ Arrange repairs and maintenance as required. 	Low	Medium	1	The war memorial at Maesbury has been restored. Adequate budget has been included in the budget.
Physical	Personal Injury	<ul style="list-style-type: none"> ○ Carry out regular site inspections of all property as recorded in the asset register. ○ Record all inspections in a Register of Inspections. ○ Ensure that all appropriate disclaimer notices, warning signs etc. are displayed in a prominent place and kept current. ○ Ensure all risks to the public are minimised and eliminated wherever possible. ○ Maintain records of injury. ○ Ensure adequate insurance cover is in place. 	Low	Medium	2	<p>Risk assessments are carried out annually. The last one completed in March / April 2023</p> <p>Adequate insurance is in place.</p> <p>All reports of injury are investigated and reported at Parish Council for resolution</p>

Number of risks:	3
Number of risks scored:	4
Average score:	1.3

Members' Responsibilities

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Failure to maintain / update Register of Interest / Hospitality & Gifts	<ul style="list-style-type: none"> Ensure that all Council Members are aware of their statutory responsibilities to keep their Disclosure of Pecuniary Interests up to date. Ensure Members declare hospitality above £25 and that it is recorded. 	Low	Medium	2	Members are asked to declare pecuniary interests and hospitality at each Council meeting. This has been reiterated at the Council meeting on 23 February 2023.
Legal	Meetings not quorate	<ul style="list-style-type: none"> Ensure that sufficient Members will be able to attend Council meetings so that there is a quorum. If meetings will not be quorate notify Members that the meeting cannot take place. 	Low	High	3	Meetings do not take place unless quorate.
Legal	Council Members not confident in their role and take inappropriate/illegal actions and/or decisions	<ul style="list-style-type: none"> Provide all new Councillors with an Induction Pack that introduces them to their role and responsibilities. Invite Members to participate in appropriate training. Clerk to ensure all decisions are legal and provide appropriate legal advice. 	Medium	High	3	Members participate in training as and when required. All new Members receive an Induction Pack.
Administration/ Legal	Council Members not adhering to the agenda	<ul style="list-style-type: none"> Clerk to provide sufficient background information reports, where possible, to accompany agendas. Ensure the Chairman is sufficiently informed/trained to control Council meetings. Clerk to provide advice where necessary. 	Medium	High	3	The Chairman ensures that discussions are in accordance with the agenda. The Clerk provides advice to support the Chair and members.
Environmental	Vandalism of Council's property	<ul style="list-style-type: none"> Council Members to make regular inspections of property within their Ward, to act on reports from the public, and inform the Clerk so that appropriate action can be taken. Ensure that property is adequately insured. 	Low	Medium	2	Street furniture insured for, £51,938.96 gates and fences £4,160.23, war memorials £3,005.90.
Physical	Personal injury following contact with Council property	<ul style="list-style-type: none"> Council Members to make regular inspections of property within their Ward and report findings to the Clerk. Ensure that property is adequately insured. 	Low	Medium	2	Risk assessments are completed annual . The last in March / April 2023. The Council is insured for personal accident.

Number of risks:	6
Number of risks scored:	15
Average score:	2.5

Meetings of the Council

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Failure to meet, statutory duty relative to Council meetings	<ul style="list-style-type: none"> ○ All notices to be posted on notice boards within the parish and on website at least 3 clear days prior to all meetings. ○ All Councillors to be notified of all Meetings by way of a summons and agenda dispatched by email and posted to their place of residence. ○ All meetings to be minuted and the minutes to be kept indefinitely and in a safe place. ○ All minutes should accurately record: <ul style="list-style-type: none"> i. The time and place of the meeting. ii. The names of councillors who are present and the names of councillors who are absent. iii. Interests declared by those with voting rights. iv. Interests in matters being considered. v. If there is public participation. vi. Resolutions made. 	Low	Medium	2	The Clerk ensures that the Council meets all of its statutory and regulatory obligations.
Administration / Legal	Failure to comply with new Regulations / Legislation.	<ul style="list-style-type: none"> ○ Ensure that Members participate in appropriate training. ○ Ensure that the Clerk is adequately trained. ○ Maintain membership of SALC/NALC and SLCC. ○ Keep up to date with changes in legislation/regulations. 	Low	Medium	2	The Clerk is a member of the SLCC and the Council is a member of SALC.
Administration / Legal	Failure to respond to the public / electors' wish to exercise their rights	<ul style="list-style-type: none"> ○ Ensure that local electors are notified of their rights in accordance with legislation. ○ Make year-end annual accounts available to those requesting sight of them. ○ Raise awareness of electors' rights via the Council's website and notice boards throughout the parish. 	Low	High	3	The Clerk ensures that electors' rights are fulfilled. Exercise of Public Rights published to meet legal requirements.
Administration / Legal	Failure to report Council business in minutes	<ul style="list-style-type: none"> ○ Ensure an accurate recording of Council business in the minutes in accordance with items included on the agenda. ○ Ensure that the resolution contains sufficient information for the ensuing action. ○ Ensure all minutes are paginated, signed by the chairman and initialled on each page. 	Low	Medium	2	All minutes accurately record Council resolutions and are approved accordingly.

Number of risks:	4
Number of risks scored:	9

Average score:	2.25
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Employment of Staff

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Failure to comply with Employment Law	<ul style="list-style-type: none"> ○ Ensure that all employees are issued with contracts of employment. ○ Carry out a periodic review of employee contracts to ensure they are fit for purpose should their job descriptions change during the course of their employment. ○ Ensure the Council adheres to its duty of care to all employees. ○ Ensure that the Council is registered with HMRC. ○ Ensure that PAYE/NI is deducted in compliance with HMRC regulations and that PAYE/NI is paid to HMRC by the due date. 	Low	Medium	2	<p>The Council is registered with HMRC.</p> <p>The Clerk has been issued with a contract of employment and job description.</p> <p>The Clerk has an annual performance review conducted by the Personnel Committee.</p> <p>The Personal Committee meets with The new Clerk every 3 months to ensure there are no issues and to provide support if required.</p> <p>The Clerk ensures Real Time Information (RTI) is completed each month, with payments matching to pay expenditure.</p>
Administration / Legal	Loss of key staff	<ul style="list-style-type: none"> ○ Ensure procedures for key functions are documented within Standing Orders and Financial Regulations. ○ Ensure the Council works in accordance with its Business Continuity Plan when key staff are unable to fulfil their duties. ○ Carry out a periodic review of the recruitment process. 	Low	Medium	2	<p>Financial Regulations and Standing Orders are in place and were last reviewed and approved by Full Council in June 2022.</p> <p>The Council has an approved Business Continuity Plan in place.</p>
Legal	Attacks on staff	<ul style="list-style-type: none"> ○ Ensure all staff are familiar with the Council's Lone Working Policy and that they adhere to it. ○ Ensure that staff are not put at risk. 	Low	Medium	2	<p>A Lone Working Policy is in place. This is being reviewed at the meeting on 30 March 2023.</p>
Administration / Legal	Lack of training	<ul style="list-style-type: none"> ○ Implement training in accordance with the Council's Training Statement of Intent. ○ Carry out regular staff appraisals to highlight training needs. ○ Inform Members and staff of training opportunities. ○ Maintain training records for Members and staff. 	Low	Medium	2	<p>The Clerk is adequately trained and qualified to carry out the duties of Clerk and RFO. The Clerk will be starting the CILCA qualification in May 2023. Some Councillors have received training. Adequate budget is provided</p>

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Inability to recruit	<ul style="list-style-type: none"> ○ Deploy Council's Business Continuity Plan. ○ Review staff responsibilities and remuneration at least annually. 	Low	Low	1	The Clerk has an annual performance review carried out by the Personnel Committee.
Administration / Legal	Inability to retain staff	<ul style="list-style-type: none"> ○ Carry out regular staff appraisals, at least annually, to assess morale. ○ Carry out exit interview to determine reason for leaving. 	Low	Medium	2	The Clerk has an annual performance review conducted by the Personnel Committee.
Administration / Legal	Lack of staff motivation / efficiency	<ul style="list-style-type: none"> ○ Ensure all staff have a clear job description. ○ Carry out regular staff appraisals, at least annually, and monitor progress. ○ Ensure that targets/goals/objectives are SMART. ○ Maintain appropriate staff records. 	Low	Medium	2	The Clerk has been provided with a clear job description. The Clerk has an annual performance review conducted by the Personnel Committee.

Number of risks:	7
Number of risks scored:	13
Average score:	1.9

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Failure to maintain accurate record of Council assets	<ul style="list-style-type: none"> ○ Clerk to maintain an up to date asset register. ○ Ensure all acquisitions / disposals are accurately and promptly recorded. ○ Carry out period inventory checks. 	Low	Low	1	An up-to-date asset register is maintained and reviewed annually. Next review is March / April 2023
Administration / Legal	Incurring expenditure without proper legal authority	<ul style="list-style-type: none"> ○ Ensure that all decisions for spending are accurately recorded in the minutes. ○ Ensure that income and expenditure is presented to Members for approval at each Council meeting. ○ Clerk to ensure that the Council has the legal power to spend. 	Low	Medium	2	All expenditure and income is approved at each Council meeting and all expenditure is legal.
Administration / Legal	Failure to comply with HMRC Regulations - payroll	<ul style="list-style-type: none"> ○ Ensure that all employees are paid in accordance with HMRC regulations. ○ Maintain an up to date payroll record. ○ Ensure that all payments due to HMRC are paid within the regulatory timeframe. ○ Ensure that employee Tax Codes are correct and that P60s and P45s are issued as required. 	Low	Medium	2	All payroll activities comply with HMRC regulations. Accurate records are maintained.
Administration / Legal	Failure to comply with HMRC Regulations - VAT	<ul style="list-style-type: none"> ○ Ensure that VAT paid is properly recorded. ○ Ensure that VAT claims are submitted to HMRC at least annually. 	Low	Medium	2	All VAT is properly recorded and re-claimed from HMRC annually. The next claim is due to be processed in March 2023.
Financial	Failure to third-party as a consequence of providing a service	Ensure that the Council has appropriate third-party insurance cover in place.	Low	Medium	2	The Council has adequate insurance in place.
Financial / Administration / Legal	Failure to keep proper financial records	<ul style="list-style-type: none"> ○ Ensure that the Council employs a Responsible Financial Officer in accordance with the LGA 1972, S151. ○ Ensure that financial records comply with Standing Orders and Financial Regulations. ○ Ensure that an independent internal audit takes place at least annually. ○ Ensure that all payments are checked by at least two Councillors and that all payments are approved at Council meetings. 	Low	Medium	2	The Clerk is a qualified Accountant and the appointed RFO. Adequate financial records are maintained and internally audited on an annual basis. All expenditure and income is signed by at least two Councillors of the Finance Committee at the monthly meetings

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
		<ul style="list-style-type: none"> ○ Provide regular financial reports to Council. 				
Financial / Administration / Legal	Loss of money through theft / misappropriation	<ul style="list-style-type: none"> ○ Ensure that all income received is properly recorded and agrees with bank statements. ○ Ensure that bank reconciliations take place on a monthly basis. ○ Provide monthly financial reports to Council. ○ Ensure that appropriate insurance cover is in place. 	Low	Medium	2	Income is presented to the Council each month and balanced with bank statements. Appropriate insurance cover is in place.
Financial / Administration / Legal	Failure to maintain an effective payments system.	<ul style="list-style-type: none"> ○ Ensure that all payments are recorded supported by a detailed invoice. ○ All payments to be approved by Council and recorded in the minutes. ○ All invoices/supporting documents to be checked and initialled as approved by two Councillors. ○ All payments to be made in accordance with Financial Regulations. ○ All expenditure to be monitored against the approved budget. 	Low	Medium	2	An effective payments system is in place and approved at each Council meeting. All financial records are audited on an annual basis.
Financial / Legal	Failure to set a precept within sound budgeting arrangements	<ul style="list-style-type: none"> ○ Ensure that the precept is calculated against anticipated expenditure aided by the Council's Strategic Plan. ○ The draft budget to be presented to Council by January of each year latest. ○ The draft budget to be accompanied with an up to date Strategic Plan and any other supporting reports. ○ The draft budget should show the percentage increase/decrease and the cost per Band D household compared with the previous year's budget. ○ The draft budget should be informed with the current year's income and expenditure to date. 	Low	Medium	2	The annual budget and precept proposals are reviewed by the Finance Committee before being presented and approved by Full Council. This is reviewed alongside the current budget and outturn position. Reserves / earmarked reserves are also considered.
Financial / Administration / Legal	Poor Financial Management	<ul style="list-style-type: none"> ○ Ensure Members approve income and expenditure at each Council meeting. ○ All expenditure should be monitored against the approved budget. ○ Ensure that a bank reconciliation is carried out monthly and approved by Council. ○ Ensure that an internal audit is undertaken at least annually. 	Low	Medium	2	All financial management complies with the Council's Standing Orders and Financial Regulations. Income and expenditure is approved at monthly meetings. An internal audit is carried out annually and all financial transactions

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
		<ul style="list-style-type: none"> ○ Ensure that financial management complies with the Council's Financial Regulations. 				are in accordance with Financial Regulations.

Number of risks:	10
Number of risks scored:	19
Average score:	1.9

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Financial	Legal liability in accordance with asset ownership	<ul style="list-style-type: none"> Ensure that adequate health and safety assessments are carried out. Ensure that adequate public liability insurance is in place. 	Low	High	3	Risk assessments are carried out at least annually. The Council has public liability insurance of £10,000,000,
Physical	Loss of Assets	<ul style="list-style-type: none"> Ensure that adequate insurance is in place. Ensure that assets are kept safe and secure. Conduct a periodic review of assets. Ensure the asset register is kept up to date. 	Medium	Medium	3	The Council's assets are insured. Street furniture insured for £51,983.96, gates and fences £4,160.23, war memorials £3,005.90.
Physical	Loss / damage to Chairman's Jewel	<ul style="list-style-type: none"> Ensure the Chairman's Jewel is stored safely and adequately insured. Ensure adequate maintenance as required. 	Low	Low	1	The Chairman's Jewel is kept safe at the Clerk's home.
Administration / Legal	Failure to effectively process documents	<ul style="list-style-type: none"> Ensure the processing of documents is in accordance with the GDPR regulations (Data Protection Act 2018) Ensure that Freedom of Information Requests are dealt with in accordance with the Freedom of Information Act 2000. Ensure that documents are kept safe and secure. Ensure that documents are available to members of the public in accordance with the Council's Publication Scheme. Ensure that documents are disposed of in accordance with the Council's Document Retention Scheme. 	Low	High	3	All documents are processed in accordance with the Council's Publication Scheme. This is published on the Council's website. All FOI requests have actioned within the agreed timescales
Administration / Legal	Corruption and / or loss of computer records	<ul style="list-style-type: none"> Ensure all computers used to process and store Council documents has adequate anti-virus protection. Ensure that all electronic data is backed-up and can be retrieved. 	Low	High	2	All data is backed up, password protected and anti-virus in place.
Administration	Loss of data due to physical damage or equipment failure	<ul style="list-style-type: none"> Ensure that all paper documents are stored safely and protected from harm. Where possible keep an electronic copy. Ensure that all electronic data is backed-up and can be retrieved. 	Medium	High	2	All data is backed up, password protected and anti-virus in place.

Number of risks:	6
Number of risks scored:	14
Average score:	2.3

Data Protection

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Breach of personal data / confidentiality	<ul style="list-style-type: none"> ○ Ensure that all personal data is processed in accordance with the Data Protection Act 2018. ○ Ensure all Council Members are aware of their statutory responsibilities. ○ Ensure that adequate policies and procedures are in place for dealing with confidential data. 	Low	Medium	2	<p>All personal data is kept</p> <p>A recent data protection breach has been dealt with and measures taken to prevent this issue from happening in the future.</p> <p>Councillors have been reminded not to pass on personal information and only discuss Council business inside membership.</p>

Number of risks:	1
Number of risks scored:	2
Average score:	2

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Administration / Legal	Defamation	<ul style="list-style-type: none"> ○ Encourage Members to be aware of and act in accordance with the Council’s Code of Conduct. ○ Ensure that Members conduct themselves in accordance with the Council’s Standing Orders. ○ Ensure that adequate insurance cover is in place. ○ Ensure that only factual information is published and agreed by the Council. 	Low	High	3	<p>All Councillors have been made aware of and act in accordance with the Council’s Code of Conduct</p> <p>Adequate insurance policy is in place</p>
Administration / Legal	Failure to meet statutory obligations	<ul style="list-style-type: none"> ○ Ensure that all Council functions are carried out lawfully and that newsletters contain no political statements or bias. 	Low	Low	1	No newsletters are published by The Council. However, the Council is considering a number of options of how to engage further with its community.
Financial	Inadequate budget provision	<ul style="list-style-type: none"> ○ Ensure adequate budget for newsletter printing and circulation. 	Low	Low	1	An adequate budget has been set in 2023/24.

Number of risks:	3
Number of risks scored:	5
Average score:	1.7

Council Communication - Website

Area of Risk	Hazard	Control	Likelihood of occurrence	Impact on Council	*Risk Value	Action Required
Financial	Inadequate budget provision	Ensure adequate budget for maintenance and upkeep.	Low	Low	1	Adequate budget set aside in the precept.
Technical	Failure of Website / Internet Provider	Ensure a back-up copy of data is maintained.	Low	Low	1	The website provider looks after website security.

Number of risks:	2
Number of risks scored:	2
Average score:	1

*Risk scoring value	
Low:	1
Medium:	2
High:	3

PREPARED BY: KATHRYN LLOYD
THE CLERK & REFO

DATE: 15 March 2023
revised 20 April 2023

DATE APPROVED: 27 April 2023

MINUTE NO: