

# Brixworth Parish Council Risk Assessments

Assessment Last Updated: 15/05/2024 10:59

| Risk Area    | Risk ID                  | Risk/Hazard                           | Requirement   | Control Measures   | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)                  |
|--------------|--------------------------|---------------------------------------|---|--|-------------|----------------|------------|--------|-------|-----------|---------------------------------------|
| Bus Shelters | Administration/<br>Legal | Absence of Highway Authority Licence  | To ensure that the authority has all necessary licences                   | Maintain register of licence requirements<br>Carry out periodical review   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                                       |
| Bus Shelters | Administration/<br>Legal | Provision of adequate insurance cover | To ensure that the Council has adequate insurance cover                   | Insurance is reviewed annually   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                                       |
| Bus Shelters | Environmental            | Cleaning of Bus Shelters              | To maintain high standards of health, safety and cleanliness              | Define responsibility and standards for regular cleaning<br>Carry out regular physical inspection and take action where appropriate<br>Graffiti removed by external contractor as and when needed  | Weekly      | Groundsman     | 1          | 2      | 2     | NO        |                                       |
| Bus Shelters | Environmental            | Design and Position                   | To maintain high standards and reputation of the Council                  | Ensure that design of all shelters is in keeping with architectural values of the Council<br>Ensure that shelters are properly sited   | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |                                       |
| Bus Shelters | Environmental            | Vandalism                             | To minimise the risk of loss/damage/injury from vandalism                 | Regular monitoring of sites<br>Liaise with PCSO's when required<br>Instigate appropriate action against offenders  | Weekly      | Parish Clerk   | 2          | 2      | 4     | YES       | Appropriate control measures in place |
| Bus Shelters | Physical                 | Maintenance                           | To ensure that Bus Shelters are maintained to the appropriate standards   | Carry out physical inspections<br>Maintain records of works carried out  | Quarterly   | Parish Clerk   | 1          | 2      | 2     | NO        |                                       |
| Bye Laws     | Physical                 | Failure to maintain register          | Need to maintain a comprehensive register of all bye laws                 | Ensure the register is up to date and properly maintained  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                                       |
| Car Parks    | Environmental            | Cleaning and litter control           | To maintain desired standard of cleanliness and minimise health risks     | Provide litter bins<br>Regular groundsman checks<br>Ensure hazard materials are properly dealt with  | Monthly     | Parish Clerk   | 2          | 1      | 2     | NO        |                                       |
| Car Parks    | Environmental            | Fly Tipping                           | Minimise the impact of fly tipping and associated health and safety risks | Regular site inspections<br>CCTV Protected<br>Arrange for safe and appropriate disposal as needed<br>Liaise with local enforcement agencies as needed<br>Enforce bye-laws as appropriate   | Monthly     | Parish Clerk   | 2          | 1      | 2     | NO        |                                       |
| Car Parks    | Financial                | Inadequate budgetary provision        | To ensure that adequate funding is available                              | Ensure that service review is included in budget setting process   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                                       |
| Car Parks    | Financial                | Inadequate insurance cover            | Minimise risk   | Carry out annual review of insurance cover and ensure all risks are taken into account   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                                       |
| Car Parks    | Physical                 | Maintenance of Car Park Surfaces      | To ensure that car parks are maintained to desired standard               | Periodic physical inspections and maintain records<br>Where needed make arrangements for any required work to be carried out   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                                       |
| Car Parks    | Physical                 | Personal Injury                       | To minimise risk of injury to persons using the facility                  | Arrange regular physical inspection of car parks and maintain records<br>Ensure that appropriate insurance cover is held and reviewed annually<br>Ensure that all staff have appropriate training and adhere to approved working practices<br>Ensure that the correct practices are in place | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                                       |
| Car Parks    | Physical                 | Security                              | To maintain a high standard of security                                   | Define responsibility for and prepare statement of standards required<br>Consider alternatives for achieving desired standard<br>Maintain liaison with local enforcement agencies<br>Ensure that all disclaimer notices etc are in place<br>Maintain CCTV systems                            | Quarterly   | Parish Clerk   | 1          | 1      | 1     | NO        |                                       |

| Risk Area                   | Risk ID                  | Risk/Hazard  | Requirement  | Control Measures  | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)  |
|-----------------------------|--------------------------|--|--|---|-------------|----------------|------------|--------|-------|-----------|---|
| Car Parks                   | Physical                 | Vandalism  | To minimise the risk of loss/damage/injury arising from vandalism<br>To minimise the impact on service provision | CCTV used to remotely monitor sites<br>Maintain liaison with local enforcement agencies<br>Instigate appropriate action against offenders   | Monthly     | Parish Clerk   | 2          | 2      | 4     | YES       | Complete weekly CCTV operational Checks                                   |
| Code of Conduct             | Administration/<br>Legal | Failure to maintain / update register of interests / gifts | To maintain records of members<br>Declarations of Interest   | All Council members are aware of their statutory responsibilities<br>Every Councillor is issued with information for new Councillors together with a copy of the Council's Standing Orders and Financial Regulations upon signing their Declaration of Acceptance of Office<br>Register of Members' Interests maintained Councillors are reminded on a six monthly basis of the need to review their Register of Members' Interests to ensure it is accurate and up to date<br>Chairman asks for interests to be declared at each meeting | Quarterly   | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Commons and Common Pastures | Administration/<br>Legal | Provision of adequate insurance cover                      | to ensure adequate insurance protection  | Annual insurance review to ensure all risks are identified and appropriate level of insurance cover is obtained   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Commons and Common Pastures | Environmental            | Dog fouling  | To minimise health hazards associated with dog fouling   | Ensure appropriate signage in place<br>Provide bags/receptacles for dog waste<br>Enforce dog fouling laws<br>Arrange for appropriate agency to deal with stray dogs   | Annually    | Parish Clerk   | 2          | 2      | 4     | YES       | Utilise social media channels to remind residents about the PSPO in place |
| Commons and Common Pastures | Environmental            | Grass Cutting  | To ensure proper control of common land resources  | Ensure that grass cutting subject to tender bids<br>Enforce conditions of contract<br>Inspect contractor's insurance documentation  | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Commons and Common Pastures | Environmental            | Vandalism  | To minimise the risk of loss/damage/injury arising from vandalism  | Arrange regular inspection<br>Review security arrangements<br>Maintain liaison with enforcement agency<br>Instigate legal action against perpetrators where possible  | Monthly     | Parish Clerk   | 2          | 1      | 2     | NO        |   |
| Commons and Common Pastures | Environmental            | Weed Control   | To limit weed growth   | Ensure that weed control is carried out annually as planned<br>Ensure proper control of hazardous substances  | Annually    | Parish Clerk   | 2          | 1      | 2     | NO        |   |
| Commons and Common Pastures | Physical                 | Dumping of rubbish/hazardous waste                         | To maintain standards of cleanliness and avoid risk associated with dumping of rubbish                           | Define responsibility for security/control of hazardous waste<br>Consider policing role and maintain liaison with local enforcement agencies<br>Ensure that appropriate signage is in place<br>Arrange prompt removal of rubbish ensuring that appropriate steps are taken to deal with any hazardous waste<br>Enforce regulations/bye-law re unauthorised dumping  | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Commons and Common Pastures | Physical                 | Inadequate maintenance of fences and boundaries            | To maintain adequate standards of fences and boundaries  | Define responsibility and ensure that maintenance is carried out in accordance with a planned program<br>Ensure that any contracts for maintenance work are complete<br>Ensure that adequate provision is made for urgent repairs   | As Required | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Commons and Common Pastures | Physical                 | Inadequate maintenance of footpaths & bridle paths         | To ensure proper maintenance and minimise risk   | Define responsibility for and ensure maintenance is carried out in accordance with planned program<br>Arrange provision for urgent/emergency work<br>Ensure that all necessary approvals re Preservation Orders etc are obtained<br>Ensure appropriate insurance cover in place   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Commons and Common Pastures | Physical                 | Inadequate maintenance of signs                            | To ensure that all signs are properly maintained   | Define responsibility for maintenance<br>Arrange periodical inspection<br>Arrange for any necessary work  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |

| Risk Area                   | Risk ID                  | Risk/Hazard  | Requirement   | Control Measures  | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)  |
|-----------------------------|--------------------------|--|---|---|-------------|----------------|------------|--------|-------|-----------|---|
| Commons and Common Pastures | Physical                 | Inadequate maintenance of trees & hedges                                 | To ensure proper maintenance  | Define responsibility and ensure that maintenance is carried out in accordance with a planned program<br>Ensure that any contracts for maintenance work are complete<br>Ensure that adequate provision is made for urgent repairs<br>Ensure that appropriate standards are maintained<br>Ensure that appropriate staff training is complete | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Commons and Common Pastures | Physical                 | Personal Injury  | To minimise the risk of personal injury   | Ensure that gates, fences, hedges etc are properly maintained<br>Ensure that recognised paths & walkways are properly maintained<br>Ensure that periodic inspection is carried out<br>Ensure that the correct, properly maintained tools/equipment are available as appropriate   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Commons and Common Pastures | Physical                 | Poor drainage  | To ensure adequate standards of drainage are maintained                           | Define responsibility for drainage<br>Ensure any contracts properly completed<br>Provide for emergency/urgent work  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Commons and Common Pastures | Physical                 | Uncontrolled / Unauthorised usage  | To minimise risk arising from uncontrolled use                                    | Ensure that a signed agreement is in place for all users<br>Ensure that recreational use is restricted to approved activity<br>Enforce regulations, bye-laws controlling use  | Annually    | Parish Clerk   | 2          | 1      | 2     | NO        |   |
| Community Centre            | Administration/<br>Legal | Failure to obtain all necessary licences, i.e. bar, music, weddings, etc | To meet all statutory requirements for service provision                          | Define responsibility for obtaining licences<br>Maintain adequate records of licence application, renewal etc   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Community Centre            | Administration/<br>Legal | Maintenance of diary of events/usage                                     | To provide effective control of facility bookings etc                             | Define responsibility for maintenance of diary<br>Completed booking/application a prerequisite to facility hire<br>All applications to be cross referenced to account/receipt number and filed  | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Community Centre            | Environmental            | Cleaning   | To maintain effective cleaning systems  | Define responsibility for cleanliness/hygiene of premises<br>Arrange for periodical checks and follow up<br>Review cleaning budget and provision of resources   | As Required | Parish Clerk   | 2          | 3      | 6     | YES       | Review current resources available to cleaner<br>Set up interactive feedback system for end users |
| Community Centre            | Environmental            | Pollution (noise/litter etc)   | To maintain desired standards for use of facilities and limit impact of pollution | Ensure that adequate controls/conditions are included in booking application form<br>Ensure that all users are aware of conditions attached to use of premises<br>Define policy for dealing with offenders  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Community Centre            | Environmental            | Vandalism  | To minimise the risk of loss/damage/injury arising from vandalism                 | Review security and monitor all areas on a regular basis<br>Maintain liaison with local enforcement agencies<br>Define a policy for dealing with antisocial behaviour<br>Instigate legal action against perpetrators where appropriate  | Annually    | Parish Clerk   | 2          | 2      | 4     | YES       | Raise any issues with PCSO team   |
| Community Centre            | Financial                | Failure to collect income  | To ensure that all income is received and properly banked                         | All payments to be made by BACS and receipts logged<br>Monthly checks for outstanding payments owed<br>Report to Full Council   | Monthly     | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Community Centre            | Financial                | Failure to review charges  | To ensure all charges are subject to regular review                               | Review all charges annually as part of the budget process   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Community Centre            | Financial                | Inadequate budget provision  | To ensure service provision is included in budget process                         | Ensure all anticipated costs are provided for in budget process Council approval may be sought for any unexpected expense to be met from reserves   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |

| Risk Area                  | Risk ID   | Risk/Hazard                                    | Requirement  | Control Measures  | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)                                 |
|----------------------------|-----------|--|--|---|-------------|----------------|------------|--------|-------|-----------|--|
| Community Centre           | Physical  | Fire   | To safeguard against fire  | Ensure Health/Safety testing complete<br>Ensure appropriate staff training<br>Provide for strict security/control of combustibile materials held by Council<br>Provide appropriate extinguishers etc<br>Ensure appropriate signage in place<br>Ensure appropriate regulations/controls in hire documentation  | Annually    | WNC            | 1          | 2      | 2     | NO        |  |
| Community Centre           | Physical  | Building Maintenance                           | To ensure that council property is properly maintained and minimise loss/damage/injury                 | Define responsibility for maintenance<br>Maintain detailed records of work scheduled and completed<br>Quarterly Buildings meetings<br>Ensure that proper contractual arrangements are in place for specialist/other services<br>Arrange adequate insurance cover  | Annually    | PC/WNC         | 1          | 2      | 2     | NO        |  |
| Community Centre           | Physical  | Personal Injury                                | To ensure that any conditions that might lead to personal injury are minimised and properly controlled | Ensure that all staff have appropriate training and adhere to approved working practices<br>Ensure that the correct, properly maintained equipment is available as appropriate<br>Ensure that any risks to the public are minimised and eliminated wherever possible<br>Maintain records of staff training<br>Maintain records of any injuries<br>Define responsibility in job descriptions etc | Annually    | Parish Clerk   | 2          | 1      | 2     | NO        |  |
| Community Centre           | Physical  | Security of buildings                          | To maintain a high standard of security  | Allocate responsibility for security/control of premises<br>Define policy and provide for security<br>Staff employed or contract with service provider in place<br>Appropriate staff training complete<br>Detailed schedules/records maintained<br>Liaison with local enforcement agencies maintained   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Community Centre           | Physical  | Security of Equipment                          | To ensure that all property is secure and minimise loss by theft or otherwise                          | Define policy for security of equipment<br>Ensure that responsibility of users is clearly defined in hire/user agreement<br>Allocate responsibility for security/control<br>Maintain records of loss or damaged equipment<br>Maintain asset register  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Computing                  | Physical  | Loss arising from theft/misappropriation       | Maintain adequate security of site and equipment   | Access to Council offices only available when Council staff are present<br>The building is alarmed and all equipment is security tagged<br>All computers are password protected<br>High security of site and equipment is maintained at all times   | Annually    | Parish Clerk   | 1          | 3      | 3     | NO        |  |
| Computing                  | Physical  | Loss/damage arising from unauthorised use      | Maintain security of computer  | Access restricted through use of controlled passwords<br>Passwords are changed periodically<br>Maintain physical security of computer and site  | Annually    | Parish Clerk   | 2          | 2      | 4     | YES       | Review need for a password vault service             |
| Computing                  | Technical | Crash of IT system                             | Minimise risk arising from breakdown of equipment  | Council computer systems are backed up daily, and backup devices rotated regularly<br>Cloudy Helpdesk<br>Council ensures equipment is properly maintained<br>Access is restricted to authorised users<br>Only approved software is used<br>Council operate up to date anti-virus software<br>Council has a backup laptop it could independently use in the event of a total crash               | Monthly     | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Council Assets & Documents | Financial | Legal Liability as a result of asset ownership | Provision of adequate public liability insurance   | Detailed asset register is maintained and reviews annually<br>Adequate insurance cover is in place<br>Scribe Asset App Civityc will be used to maintain assets  | As Required | Parish Clerk   | 2          | 3      | 6     | YES       | New Civityc asset management software to be explored |
| Council Assets & Documents | Physical  | Loss of assets                                 | To minimise the risk of loss through theft / misappropriation of assets                                | Effective security of all assets maintained<br>Asset Register maintained and reviewed annually as a minimum<br>Ensure that adequate and appropriate insurance cover is held   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |  |

| Risk Area                  | Risk ID                  | Risk/Hazard                                   | Requirement  | Control Measures  | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)   |
|----------------------------|--------------------------|---|--|---|-------------|----------------|------------|--------|-------|-----------|--|
| Council Assets & Documents | Professional             | Failure to effectively process documents      | To ensure effective processing and safe keeping of all documentation received by the Council | Clerk is responsible for maintenance of effective control of documentation<br>Deeds and leases stored in fire proof box in Council office, and then within security locked cupboard<br>Security waste is disposed of securely<br>All documents kept on computer are backed up daily, with backup media/hard drives being rotated regularly<br>Copies of all incoming and outgoing correspondence are held electronically as well as paper copy<br>Financial information held electronically as well as paper copy | Daily       | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| CCTV                       | Administration/<br>Legal | Data Protection - Registration and Compliance | To ensure statutory duties are met   | Data Control officer in place<br>Data protection policies are full council approved and in place<br>GDPR policy is in place<br>CCTV policy is in place<br>Access to the system limited to Clerk and Asst  | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| CCTV                       | Administration/<br>Legal | Failure to comply with code of practice       | To meet requirements of the code   | CCTV code of practice has been agreed by full council<br>Access to system limited to Clerk and Asst   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| CCTV                       | Administration/<br>Legal | Failure to provide for recording media        | To minimise the risk of service loss   | CCTV installation has been completed  | Annually    | Parish Clerk   | 3          | 3      | 9     | YES       | Weekly service check on all CCTV is needed to ensure all systems are recording and functioning as expected       |
| CCTV                       | Financial                | Inadequate budget provision                   | Ensure annual service review   | Ensure that service/facility requirements are detailed in budget process<br>Ensure that any wayleave costs have also been identified and agreements drawn up with property owners   | Annually    | Parish Clerk   | 2          | 1      | 2     | NO        |  |
| CCTV                       | Physical                 | Failure of Equipment                          | To minimise risk of equipment failure  | Define responsibility for use and control<br>Provide for any necessary training and regular testing<br>Ensure that proper maintenance contracts are in place<br>Make provision for urgent repairs<br>Maintain proper records  | Weekly      | Parish Clerk   | 3          | 2      | 6     | YES       | Weekly forms service check on all CCTV is needed to ensure all systems are recording and functioning as expected |
| CCTV                       | Physical                 | Vandalism                                     | To minimise the risk of loss/damage/injury arising from vandalism                            | CCTV equipment kept in secure, locked data cabinet<br>Groundsman to check security and operational status as part of weekly checks  | Weekly      | Groundsman     | 3          | 2      | 6     | YES       | Weekly forms service check on all CCTV is needed to ensure all systems are recording and functioning as expected |
| CCTV                       | Technical                | Unauthorised use of equipment                 | Maintain security of equipment and access  | CCTV access limited to apps on the Clerk and Asst phones<br>CCTV can only be accessed as part of an investigation or weekly maintenance checks  | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Data Protection            | Administration/<br>Legal | Breach of confidentiality                     | To ensure that statutory requirements are met  | That the Council is registered as a Data Controller with the Information Commissioners Office<br>That the Council has a Data Protection Policy<br>All Council Officers undertake training when they commence employment and periodically afterwards<br>All Councillors are aware of their obligation under Data Protection and undergo ad hoc training  | Daily       | Parish Clerk   | 1          | 2      | 2     | NO        |  |

| Risk Area            | Risk ID                  | Risk/Hazard  | Requirement   | Control Measures  | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)   |
|----------------------|--------------------------|--|---|---|-------------|----------------|------------|--------|-------|-----------|--|
| Employment of Staff  | Administration/<br>Legal | Failure to comply with Employment Law                | To ensure that the council fulfils its responsibilities   | Contracts of employment issued to all employees<br>Annual review of Staff Contracts of Employment undertaken<br>Clerk has responsibility for maintaining up to date knowledge of new legislation and bringing this to the attention to all relevant parties<br>Training arranged as and when required including Clerks CPD                            | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Employment of Staff  | Financial                | Overpayment or underpayment of salaries and expenses | Ensure that all payments to staff are in accordance with employment contracts approved by the council | Monthly payroll schedule to be verified by the relevant number of parties/staff<br>Monthly employers payments to be verified by the relevant third party/ies as laid out in policy<br>DCK services used to calculate and manage payment of salaries   | Monthly     | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Employment of Staff  | Professional             | Attacks on personnel                                 | To protect staff  | Ensure that an effective security system is in operation<br>Ensure appropriate insurance cover held<br>Ensure other workers in building are aware of staff working alone<br>Ensure staff have telephone access at all times during their work<br>Advise staff to take all relevant safe guides and precautions<br>Appropriate insurance is maintained | Monthly     | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Employment of Staff  | Professional             | Inability to recruit                                 | To improve recruitment  | Recruitment policy reviewed when the need arises to recruit staff   | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Employment of Staff  | Professional             | Inability to retain staff                            | To minimise risk arising from high turnover of staff  | Staff Appraisals conducted on an annual basis and when required<br>Complete exit questionnaire  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Employment of Staff  | Professional             | Lack of Employee motivation/efficiency               | To meet commitment of council employment policy   | Each employee has job description<br>Staff appraisals carried out annually supported by one to ones when required<br>Appropriate staff records maintained<br>Training provided as and when requested or identified  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Employment of Staff  | Professional             | Lack of Training                                     | To meet Council commitment to staff training  | Training provided as and when identified/requested, including CPD<br>Training requirements reviewed as part of the annual appraisal system<br>Advantage taken of any localised training through local associations, SLCC, NCALC etc<br>Staff encouraged to network with other Clerks in the area<br>Appropriate training records maintained           | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |  |
| Employment of Staff  | Professional             | Loss of key staff                                    | To avoid problems arising from loss of key personnel  | Ensure procedures for key functions documented<br>Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff   | Quarterly   | Parish Clerk   | 2          | 2      | 4     | YES       | All procedures to be well documented   |
| Financial Management | Administration/<br>Legal | Failure to comply with Customs & Excise regulations  | Efficient financial administration  | VAT properly administered, with returns being made on a quarterly basis<br>Refer to guidance from HMRC where necessary<br>Ensure that all input tax and output tax is properly recorded<br>Complete and submit VAT claims promptly and on time<br>All claims reconciled on Scribe   | Quarterly   | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Financial Management | Administration/<br>Legal | Failure to comply with Inland Revenue regulations    | Efficient financial administration  | Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay<br>Ensure that regular returns to Inland Revenue; prepared by the Administrator are checked by the Clerk and Verification officer<br>Arrange prompt payment of all sums due  | Monthly     | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Financial Management | Administration/<br>Legal | Failure to maintain record of council assets         | To minimize the risk of loss associated with failure to maintain adequate records                     | Define responsibility for maintenance of asset register<br>All acquisitions/disposals are accurately and promptly recorded<br>Periodical inventory checks carried out<br>Asset register reviewed annually as a minimum  | As Required | Parish Clerk   | 2          | 2      | 4     | YES       | Utilise CIVICLY app to accurately log and manage all PC Assets going forwards, |
| Financial Management | Administration/<br>Legal | Incurring expenditure without proper legal authority | To ensure all expenditure is intra vires, i.e. "within the powers"                                    | Record in minutes powers under which expenditure is being approved<br>That the Clerk checks to ensure all expenditure is within legal authority   | As Required | Parish Clerk   | 1          | 2      | 2     | NO        |  |

| Risk Area            | Risk ID   | Risk/Hazard  | Requirement   | Control Measures   | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required) |
|----------------------|-----------|--|---|--|-------------|----------------|------------|--------|-------|-----------|----------------------|
| Financial Management | Financial | Failure to ensure proper use of funds under specific powers / S137 | To ensure that expenditure is properly authorised and controlled    | Clerk ensures that all grant applications are complete and fully supported prior to submission to committee/Council<br>All approvals for expenditure are properly recorded in Council minutes and on the Scribe accounting package<br>The Clerk ensures that no alternative statutory authority is available   | As Required | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Financial Management | Financial | Failure to keep proper financial records                           | To ensure all financial records are accurate                        | Clerk is appointed Responsible Financial Officer and Proper Officer<br>Standing Orders and Financial Regulations are in place and reviewed as a minimum annually<br>The Council has appointed a verification officer to conduct random audit checkers inspect the Council's finances<br>Independent internal auditor appointed<br>Annual Return completed for submission to the External Auditor<br>All reports relating to expenditure and receipts are approved by the Council on a monthly basis<br>Year To Date budget sheets are also presented and approved by the Finance Committee and Full Council on a quarterly basis | Monthly     | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Financial Management | Financial | Failure to maintain an effective payments system                   | To minimize the risk of loss  | Determine responsibility for control of expenditure<br>All payments supported by an invoice/voucher<br>All details are checked and payment entered into Scribe<br>All payments are approved by Council and appended to minutes<br>All cheques signed by at least two authorised members<br>Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers<br>All expenditure is subject to sound budgetary control<br>Council has appointed Councillor as verification checkers to ensure systems are being followed by Council and staff   | Monthly     | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Financial Management | Financial | Failure to set a precept within sound budgeting arrangements       | To ensure that the budget procedure is both efficient and effective | Precept setting has been determined by Council and contained within Financial Regulations, detailing responsibilities and timeframe These are reviewed annually<br>Precept is set as a result of comprehensive budgeting detailing requirements for forthcoming year<br>All charges made by the Council are reviewed<br>Adequacy of all balances and reserves are reviewed as a minimum annually<br>Effective budget monitoring is in place throughout the year, with year to date budget sheets reviewed by the Finance Committee presented to Council on a quarterly basis   | Quarterly   | Parish Clerk   | 1          | 3      | 3     | NO        |                      |
| Financial Management | Financial | Loss of money through theft/misappropriation                       | To ensure that effective financial controls are in place            | Determine responsibility for cash at all sources<br>Receipts are issued for all income<br>Bank reconciliation carried out by Clerk/Assistant on a weekly basis, with Council receiving a monthly reconciliation<br>Council presented with financial reports on a quarterly basis<br>Council holds adequate fidelity guarantee insurance  | Quarterly   | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Financial Management | Financial | Risk to third party as a consequence of providing a service        | To protect interest of council                                      | Appropriate insurance cover/policy is in force   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                      |

| Risk Area | Risk ID                  | Risk/Hazard   | Requirement   | Control Measures   | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required) |
|-----------|--------------------------|---|---|--|-------------|----------------|------------|--------|-------|-----------|----------------------|
| GDPR      | Administration/<br>Legal | Failure to appoint a Data Protection Officer (DPO)        | To have an appointed Data Protection Officer (DPO) in place to undertake regular information audits and control and manage the information collected by the Council | The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO) It is the DPO's duty to undertake an information audit and to manage the information collected by the Council<br>The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information This will include information held electronically or as a hard copy<br>Information held could change from year to year with different activities, so the information audit should be reviewed at least annually or when a change in activity is noticed<br>All reviews should be minuted   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| GDPR      | Administration/<br>Legal | Failure to be registered with the ICO                     | To be registered with the ICO   | The Data Protection Act 1998 requires every data controller, e.g. organisation, who is processing personal information to register with the ICO, unless they are exempt  | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| GDPR      | Administration/<br>Legal | Failure to display a Privacy notice                       | To have a fully drafted privacy notice This to be available for all relevant parties  | Privacy notice in place Online Privacy Policy in place   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| GDPR      | Administration/<br>Legal | Failure to have a GDPR document                           | To have a GDPR document   | The Council/DPO is required to produce a GDPR policy document This should be reviewed at least annually or when further advice is issued by the ICO  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| GDPR      | Administration/<br>Legal | Failure to have consent of data owners                    | To have all relevant consent in place   | Consent forms covering the range of data processing communications are in place  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| GDPR      | Administration/<br>Legal | Failure to put procedures in place to fix any data breach | To have procedures and processes in place defining what to do in case of a data breach, including how to fix this   | One of the duties assigned to the DPO is the investigation of any breaches Personal data breaches should be reported to the DPO for investigation<br>The DPO will conduct this with the support of the Council Investigations must be undertaken within one month of the report of a breach<br>Procedures are in place to detect, report and investigate a personal data breach<br>The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals - if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| GDPR      | Administration/<br>Legal | Non compliance of Council members and contractors         | That all employees, volunteers, councillors and contractors understand how to comply with GDPR regulations  | GDPR requires that everyone within the Council must understand the implications of GDPR and that roles and duties must be assigned<br>All employees, volunteers, councillors and contractors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council   | As Required | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Gifts     | Administration/<br>Legal | Failure to record gifts and members                       | To protect the interests of council and members   | Ensure all staff/members are aware of responsibilities<br>Maintain gift register   | As Required | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Land      | Administration/<br>Legal | Maintenance and Security of Deeds of ownership etc        | To ensure security of records   | Determine responsibility for security<br>Ensure that all deeds and relevant documentation held in fireproof cabinet/safe or otherwise deposited with appropriate third party for safe keeping<br>Maintain a copy of each deed for administrative purposes<br>Where possible paper and electronic copies are also held  | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                      |



| Risk Area | Risk ID                  | Risk/Hazard   | Requirement   | Control Measures  | Review   | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)   |
|-----------|--------------------------|---|---|---|----------|----------------|------------|--------|-------|-----------|--|
| Land      | Administration/<br>Legal | Maintenance of Asset Register                       | To ensure that all assets of the council are properly recorded    | Define responsibility for maintenance of an asset register<br>Ensure that all purchases/ disposals are accurately and promptly recorded<br>All assets of the Council are listed on an Assets Register which is updated on an annual basis and cross referenced with the insurance schedule<br>All items valued at over £100 are included  | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Land      | Environmental            | Failure to comply within consultation deadline      | To meet consultation timetable                                    | Ensure adequate number of Planning and Environment committee meetings are arranged<br>Where necessary liaise with the Planning Authority for possible extension   | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Land      | Environmental            | Fly Tipping   | To minimize risks associated with fly tipping                     | Define policy/responsibility for site control/security<br>Enforce conditions of tenancy agreement<br>All Council owned land is inspected on a regular basis<br>Members of the public are encouraged to report any issues they identify<br>The Council will address any issues as they arise<br>The Council will liaise with the police and/or other authorities where necessary   | Annually | Parish Clerk   | 2          | 2      | 4     | YES       | Re-iterate procedures to follow for residents to report fly tipping to WNC<br>Include 'How To Report' advert in Bulletin pages |
| Land      | Environmental            | Maintenance of land including grass cutting         | To ensure Council assets are properly maintained                  | Define responsibility for maintenance and ensure that a planned program is in place<br>Ensure that any service contracts are properly signed<br>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded<br>Work is inspected on a random and regular basis to ensure the contracts are being adequately fulfilled, with action taken to remedy any issues when and where identified   | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Land      | Environmental            | Vandalism   | To minimise the risk of loss/damage/injury arising from vandalism | Weekly inspections<br>Liaise with local PCSO  | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Land      | Financial                | Failure to collect income                           | Minimise the risk of loss   | Maintain records of all rents and fees due from land holdings/use<br>Ensure that conditions of contracts are adhered to<br>Clerk responsible for collection of income<br>All income due to the Council and received is properly recorded<br>Issue receipts for all income received<br>Follow defined procedure for reminders in respect of unpaid accounts<br>Take appropriate recovery action where necessary<br>Write off irrecoverable sums to be subject to Council approval<br>Arrange appropriate internal/external audit testing | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Land      | Financial                | Failure to review rents and other charges           | Ensure all rents and charges are subject to review                | All rents and charges are subject to review as part of the budgetary process<br>Contractual conditions for review of land rents etc are strictly adhered to   | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |  |
| Land      | Financial                | Maintenance of fences, hedges, gates, footpaths etc | To ensure proper maintenance of council owned assets              | Define responsibility for maintenance and ensure that a planned program is in place<br>Ensure that any service contracts are properly signed and sealed<br>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded<br>All works undertaken by contractors are randomly and regularly inspected to ensure that maintenance has been properly carried out, with action taken to remedy any non-compliant issues identified  | Monthly  | Parish Clerk   | 1          | 2      | 2     | NO        |  |

| Risk Area              | Risk ID                  | Risk/Hazard   | Requirement   | Control Measures   | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)  |
|------------------------|--------------------------|---|---|--|-------------|----------------|------------|--------|-------|-----------|---|
| Land                   | Physical                 | Public/Personal Injury  | To minimise the risk of injury                                    | Ensure that all staff have appropriate training and adhere to approved working practices<br>Ensure that the correct, properly maintained tools/equipment are available as appropriate<br>Ensure that all appropriate disclaimer notices, warning signs etc are in place<br>Ensure that any risks to the public are minimised and eliminated wherever possible<br>Maintain records of training<br>Maintain records of any injuries<br>Define responsibility in job descriptions<br>Ensure that the Council holds adequate insurance cover | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Land                   | Physical                 | Security of equipment   | To ensure that proper security arrangements are in place          | Define policy for security of premises and equipment<br>Determine responsibility for security/control of equipment<br>Ensure effective security arrangements in place<br>Maintain asset register   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Land                   | Physical                 | Unauthorised Access/Trespass  | To maintain security of council assets                            | Council has policies in place for access to land<br>Appropriate signage is in place<br>Council liaises with local police as and when required<br>The Council will instigate appropriate action against offenders   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Litter                 | Administration/<br>Legal | Inefficient service provision   | To employ trained/experienced personnel                           | Ensure that staff have appropriate training<br>Ensure that staff are aware of all health & safety issues<br>All staff have a written contract of employment<br>Protective clothing and personal safety equipment issued to all operational staff   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Litter                 | Environmental            | Inappropriate location of litter bins                                 | Determine best location for best use                              | Define Council policy and plan for location of bins<br>Carry out periodical review   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Litter                 | Environmental            | Vandalism, Theft & Damage   | Minimise the risk of loss/damage and theft arising from vandalism | Parish bins have been replaced with fire resistant bins, using a secure ground mount system  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Litter                 | Financial                | Inadequate budget provision   | To ensure adequate funding  | Ensure that service requirements are included in budgetary process   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Litter                 | Financial                | Inadequate insurance cover  | To ensure that the council has proper insurance protection        | Insurance is reviewed annually<br>Appropriate level of cover in place  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Litter                 | Physical                 | Failure to empty  | To maintain high standard of service provision                    | Define responsibility for clearing bins and communicate issues with WNC  | Monthly     | Parish Clerk   | 2          | 2      | 4     | YES       | Social Media awareness campaign for residents<br>Information available on website |
| Meeting of the Council | Administration/<br>Legal | Failure to comply with S12 LGA 1972 and new regulations / legislation | Meetings available to everyone                                    | Clerk to keep up to date with changing regulations/legislation and undertake training as required<br>Council to ensure membership of appropriate local/national associations is maintained<br>Council to continue to subscribe to appropriate publications<br>Encourage staff networking<br>Clerk to undertake CPD and training as and when required/appropriate<br>Poster is displaying regarding the recording of meetings   | Monthly     | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Meeting of the Council | Administration/<br>Legal | Failure to meet statutory duty on meetings                            | Ensure meeting dates are communicated to public and councillors   | All notices are posted in the prescribed places 3 clear days prior to any meeting<br>All Councillors are notified of Meetings by way of a summons and agenda<br>Minutes of all meetings are taken and kept<br>Attendance records are maintained<br>All meetings comply with LGA 1972<br>Parish Clerk is CiLCA qualified where possible   | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |   |

| Risk Area              | Risk ID                  | Risk/Hazard  | Requirement  | Control Measures   | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required) |
|------------------------|--------------------------|--|--|--|-------------|----------------|------------|--------|-------|-----------|----------------------|
| Meeting of the Council | Administration/<br>Legal | Failure to report Council Business in Minutes  | Proper recording of council minutes  | Ensure proper, timely and accurate recording of Council business in the minutes<br>Minutes drafted within 7 days of meeting taking place<br>All minutes comply with the requirements of LGA 1972<br>Resolutions clearly identifiable Accurate minute numbering, signed and paginated<br>Remain in DRAFT form until minutes are agreed at the next available meeting Full Council meeting Audio is recorded and published online in line with Standing Orders | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Meeting of the Council | Administration/<br>Legal | Failure to respond to the elector's wish to exercise its rights                              | Public open session available at the beginning of Full Council and public committee meetings | Ensure members and staff are aware of Electors' Rights<br>Ensure that time is set aside prior to the start of each meeting for members questions and comments<br>Follow procedures for dealing with enquiries<br>Increase awareness of accessibility of the Council to the public  | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Newsletters            | Administration/<br>Legal | Defamation   | To minimise associated risk with defamation  | All input is subject to careful check by editorial review and Clerk before going to print<br>Ensure that adequate insurance cover is held  | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Newsletters            | Administration/<br>Legal | Failure to meet statutory obligation re non - political content                              | To meet required statement   | All input is subject to careful check by editorial review and Clerk before going to print<br>Ensure that adequate insurance cover is held  | Quarterly   | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Newsletters            | Environmental            | Failure to delivery and littering  | To minimise litter arising from newsletter distribution                                      | Newsletters are printed within the Brixworth Bulletin and hand delivered by volunteers   | Quarterly   | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Newsletters            | Financial                | Inadequate budget provision  | To ensure review of service requirement  | Ensure that budget provision is considered and reviewed during the budget setting process  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Newsletters            | Physical                 | Non production of newsletter   | To ensure all deadlines for publication are met  | Newsletter is printed by the Brixworth Bulletin every quarter<br>Deadlines and reminders on the officers calendar Planning tool used to log content for upcoming issue   | Quarterly   | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Open Spaces            | Administration/<br>Legal | Absence of agreements with regular users   | To facilitate control of facilities  | Agreements with regular users is reviewed annually Booking tool available for MUGA private hire  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Open Spaces            | Environmental            | Pollution  | To minimise the risk/complaints arising from Council owned facilities                        | Carry out regular site inspections<br>Record all complaints received and ensure that they are investigated and prompt action taken where appropriate<br>Liaise with local enforcement agencies   | As Required | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Open Spaces            | Environmental            | Vandalism  | To minimise the risk of loss/damage/injury from vandalism and anti social behaviour          | CCTV installed in open space activity hot spots<br>Weekly inspections Liaison with local enforcement agencies  | Weekly      | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Open Spaces            | Financial                | Inadequate budget provision  | To ensure proper financial provision   | Ensure that service income/expenditure is accurately detailed in budgetary process<br>Ensure all transactions are recorded accurately in scribe  | Weekly      | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Open Spaces            | Physical                 | Failure to provide adequate staff training for the use of dangerous machinery and substances | To ensure training and COSHH records are maintained  | COSHH records are kept up to date<br>Training is appropriate to support proper working practices<br>Relevant licences, certificates and training records are maintained  | Annually    | Parish Clerk   | 1          | 3      | 3     | NO        |                      |

| Risk Area                         | Risk ID               | Risk/Hazard  | Requirement   | Control Measures   | Review          | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)  |
|-----------------------------------|-----------------------|--|---|--|-----------------|----------------|------------|--------|-------|-----------|---|
| Open Spaces                       | Physical              | Injury to public or employees as a result of defective vehicles or machinery | To ensure that all conditions that may lead to personal injury are minimised and controlled | All staff have appropriate training and adhere to working practices<br>All vehicles and machinery are properly maintained and services PPE in place  | Annually        | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Open Spaces                       | Physical              | Personal Injury  | To minimise the risk of personal injury to persons using council facilities                 | Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users<br>Weekly site inspection to ensure that defined standards are being maintained<br>Ensure that, where necessary, appropriate signage is in place and detailed records maintained<br>Ensure that appropriate insurance cover is in place<br>Annual ROSPA inspections for play equipment/facilities | Weekly          | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Open Spaces                       | Physical              | Property Maintenance   | To ensure all council assets are properly maintained  | Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users<br>Arrange regular site inspection to ensure that defined standards are being maintained<br>Ensure that, where necessary, appropriate signage is in place<br>Maintain detailed records<br>Ensure appropriate insurance cover is in place  | Annually        | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Planning & Development Control    | Environmental         | Failure to comply with consultation deadline                                 | To meet consultation timetable  | Planning applications are considered at Planning Committee meetings which are held every three weeks<br>Where necessary, extensions will be requested and when denied, extraordinary meetings will be called<br>Comments are submitted to the relevant planning officer within 48 hours of the meeting   | Three Weekly    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Planning & Development Control    | Physical              | Security of records  | To safeguard planning decisions/records   | BPC is a consultee, not the decider<br>All comments are recorded at the planning meeting and minutes held both physically and electronically   | Three Weekly    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Play Areas                        | Administration/ Legal | Inadequate maintenance of records  | To maintain a register of complaints/injuries and action taken                              | Ensure proper records of all complaints/injuries are maintained  | As Required     | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Play Areas                        | Financial             | Inadequate budget provision  | To ensure proper financial provision  | Ensure that service requirements are detailed in the annual budget process   | Annually        | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Play Areas                        | Financial             | Inadequate insurance cover   | To ensure that council has adequate insurance   | To include all relevant risks on the Council's insurance policy  | Annually        | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Play Areas                        | Physical              | Personal Injury  | To ensure all play surfaces and equipment are in a safe condition                           | Weekly playground checks/inspections are recorded and records logged<br>Annual physical check and report provided by suitably qualified ROSPA inspector<br>All risks identified from ROSPA report are built into an action plan with priority given to high and medium risks identified  | Weekly/Annually | Parish Clerk   | 2          | 2      | 4     | YES       | Weekly inspections to be electronically recorded<br>Inspections will create a date and time stamp of when inspections were completed and recorded<br>actions needed to be reviewed by admin |
| Provision of Office Accommodation | Physical              | Fire   | To safeguard against fire   | Staff receive relevant training<br>Strict control of combustible materials held by Council<br>Fire extinguishers are tested and checked by CHUBB on an annual service contract<br>WNC maintain fire safety records for the community centre<br>Wall heaters are equipped with smart plugs to allow for scheduled use minimising the likelihood of being left on when building not in use                         | As Required     | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Provision of Office Accommodation | Physical              | Poor office conditions   | Office accommodation to be of a good standard   | Periodical inspection of office conducted by Clerk<br>Report any adverse conditions to Council/committee/landlord or Buildings working group as appropriate<br>Arrange repair/maintenance etc in accordance with tenancy agreement   | Quarterly       | Parish Clerk   | 1          | 2      | 2     | NO        |   |

| Risk Area                         | Risk ID                  | Risk/Hazard                               | Requirement  | Control Measures  | Review   | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)  |
|-----------------------------------|--------------------------|---|--|---|----------|----------------|------------|--------|-------|-----------|---|
| Provision of Office Accommodation | Physical                 | Faulty office furniture                   | Maintain standards for office furniture and fittings   | Arrange periodical inspection of office furniture and fittings<br>Where appropriate submit report to Council/committee for approval to repair/replace   | Monthly  | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Provision of Office Accommodation | Technical                | Defective electrical equipment/machinery  | Maintain standards for electrical equipment/machinery  | Ensure maintenance agreement/contract in place where appropriate<br>Allocate responsibility for local repair/maintenance<br>Restrict access to qualified personnel only<br>Arrange regular inspection to ensure that any statutory obligations are met<br>Maintain appropriate records  | Monthly  | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Website/Internet Access           | Financial                | Inadequate budget provision               | To ensure proper financial provision   | Ensure service requirement is included in annual budgetary process  | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Website/Internet Access           | Technical                | Failure of Website/Internet Providers     | To maintain high standards of service provision  | Service provider is in place<br>Backup of website maintained<br>Support within service contract<br>Alternate internet access is available in the Community Centre   | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Village Hall/Public Buildings     | Administration/<br>Legal | Representation on management committee    | To ensure proper council representation  | Arrange appointment of Council representatives as set out in management agreement<br>Arrange periodical report on Council agenda  | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Village Hall/Public Buildings     | Financial                | Failure to collect income                 | To collect and bank all income due   | Determine responsibility for collection of income<br>Ensure that all income due to the Council and received is properly recorded<br>Ensure receipts are issued for all income received<br>Arrange for prompt banking of all income<br>Ensure procedures are in place for issue of reminders for unpaid accounts<br>Follow defined procedure for reminders<br>Ensure Council approval for write-off on any bad debts<br>Ensure audit testing procedures are in place | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Village Hall/Public Buildings     | Physical                 | Maintenance of buildings                  | To ensure proper maintenance of premises and minimise the risk of loss/damage/injury                                     | Define responsibility for maintenance<br>Carry out regular inspections of all buildings<br>Ensure that where appropriate proper contractual arrangements are in place<br>Arrange staff training where required<br>Detailed records kept of all work scheduled/completed<br>That each building is individual risk assessed<br>That the risk assessments are reviewed annually  | Annually | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Shelters and Seats                | Administration/<br>Legal | Provision of adequate standard of seating | To minimise the risk arising from the provision  | Determine Council policy for acceptance/provision of seating Including where appropriate guidance on nominated/preferred suppliers<br>Arrange secure installation   | Annually | Parish Clerk   | 2          | 1      | 2     | NO        |   |
| Shelters and Seats                | Environmental            | Vandalism                                 | To minimise the risk of loss/damage/injury arising from vandalism<br>To minimise risk arising from anti-social behaviour | Maintain liaison with enforcement agencies<br>The Council should instigate legal action against perpetrators where appropriate<br>Asset Inspection  | Annually | Parish Clerk   | 2          | 2      | 4     | YES       | Utilise CIVICLY app to accurately log and manage all PC Assets going forwards |
| Shelters and Seats                | Physical                 | Fire                                      | To safeguard against fire  | Ensure Health/Safety testing complete<br>Ensure appropriate staff training<br>Provide for strict security/control of combustible materials held by Council<br>Provide appropriate extinguishers etc<br>Ensure appropriate signage in place<br>Ensure appropriate regulations/controls adhered to  | Annually | Parish Clerk   | 1          | 3      | 3     | NO        |   |

| Risk Area               | Risk ID               | Risk/Hazard                                  | Requirement   | Control Measures   | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required) |
|-------------------------|-----------------------|--|---|--|-------------|----------------|------------|--------|-------|-----------|----------------------|
| Shelters and Seats      | Physical              | Injury or damage arising from use            | The minimise risk arising from use                                | Carry out regular inspection of public seating & maintain records<br>Have necessary arrangements in place for repair/renewal<br>Ensure that appropriate insurance cover is held  | Monthly     | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Shelters and Seats      | Technical             | Inadequate maintenance of shelters and seats | To minimise risk arising from use                                 | Arrange regular inspection and cleaning when required<br>Arrange repairs and maintenance as per program or as required<br>Have arrangement in place to remove/replace dangerous equipment<br>Maintain records of repair and maintenance<br>Maintain and update the Assets Register | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Street/Footway Lighting | Administration/ Legal | Contracts with service providers             | To ensure proper administrative arrangements                      | Ensure that all contracts are in place<br>Monitor performance to ensure that contract conditions/obligations are met<br>Where appropriate examine contractor insurance documentation<br>Review conditions periodically   | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Street/Footway Lighting | Administration/ Legal | Service level agreements                     | To ensure proper agreements in place                              | Ensure that all service level agreements are fully completed and operational<br>Monitor performance to ensure conditions met<br>Review conditions periodically   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Street/Footway Lighting | Environmental         | Failure to provide lighting                  | To provide adequate lighting                                      | Monitor Service Level Agreement with major authority on a regular basis<br>Report any faulty lights as soon as possible<br>Monitor service performance and enforce agreement conditions  | Quarterly   | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Street/Footway Lighting | Environmental         | Fly posting                                  | To minimise associated risk of fly posting                        | Define policy on fly posting<br>Maintain liaison with enforcement agencies<br>Take appropriate action against offenders  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Street/Footway Lighting | Environmental         | Vandalism                                    | To minimise the risk of loss/damage/injury arising from vandalism | Maintain efficient and effective security<br>Maintain liaison with local enforcement agencies<br>Take action as appropriate against offenders  | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |                      |
| Street/Footway Lighting | Financial             | Inadequate budget provision                  | To provide for annual review of service requirements              | Ensure that the service requirements are met during the budget setting process   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Street/Footway Lighting | Maintenance           | Maintenance Program                          | To maintain operational standards                                 | Maintenance program is in place with service provider  | Quarterly   | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Tourism                 | Financial             | Consider grant applications                  | To ensure integrity of funding                                    | Grants policy in place and reviewed annually<br>Ensure conditions are adhered to<br>Regular monitoring and review  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Tourism                 | Financial             | Inadequate budget provision                  | To ensure proper financial provision                              | Ensure that the grant funding levels are reviewed and included in the annual budget process  | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Village Signs           | Administration/ Legal | Failure to obtain necessary approval         | Obtain relevant licenses when required from highways              | Ensure that appropriate applications are submitted to the Highway Authority  | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Village Signs           | Financial             | Inadequate budget provision                  | To ensure appropriate financial provision                         | Ensure service requirement is included in annual budgetary process   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Village Signs           | Physical              | Inadequate Maintenance                       | Maintain standards of the provision                               | Determine responsibility for maintenance<br>Arrange periodic inspection<br>Arrange for repairs/maintenance as required   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |                      |
| Village Signs           | Physical              | Vandalism                                    | To minimise the risk of loss/damage/injury from vandalism         | Carry out regular inspection of signs<br>Maintain liaison with local enforcement agencies<br>Take action as appropriate against offenders  | Monthly     | Parish Clerk   | 1          | 1      | 1     | NO        |                      |

| Risk Area     | Risk ID                  | Risk/Hazard   | Requirement   | Control Measures   | Review      | Responsibility | Likelihood | Impact | Score | High Risk | Action (If Required)  |
|---------------|--------------------------|---|---|--|-------------|----------------|------------|--------|-------|-----------|---|
| War Memorials | Financial                | Inadequate budget provision                                     | To ensure funds available for unscheduled works                             | Earmarked reserve fund is held for any unscheduled works that are required   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| War Memorials | Physical                 | Inadequate Maintenance  | To maintain war memorial and the surrounding area to an acceptable standard | Define responsibility for maintenance<br>War memorial is inspected on a regular basis with any works identified being undertaken by a professional contractor<br>Maintain detailed records of all work scheduled/completed   | Annually    | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| War Memorials | Physical                 | Vandalism   | To minimise the risk of loss/damage/injury from vandalism                   | Members of the public are encouraged to report any issues<br>Maintain liaison with local police<br>The Council will instigate legal action against perpetrators where appropriate<br>Ensure that the relevant insurance is held  | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Websites      | Administration/<br>Legal | Availability of software tools to build and manage site         | To ensure that the Council has full control of website                      | Ensure that the Council controls ownership of the necessary software   | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Websites      | Administration/<br>Legal | Compromise of copyright by inclusion of website links or frames | Minimise risk   | Obtain relevant permissions where applicable Website policy in place for promotion of non-BPC links and websites   | As Required | Parish Clerk   | 1          | 1      | 1     | NO        |   |
| Websites      | Administration/<br>Legal | Content   | To maintain effective administration  | Content is governed by website policy and designated webmaster alongside the Parish Clerk  | Annually    | Parish Clerk   | 1          | 2      | 2     | NO        |   |
| Websites      | Administration/<br>Legal | Dependence upon an individual                                   | To ensure activity is not restricted to one person                          | Ensure a minimum of two people have the ability to undertake all website activity and are up to date with current site status<br>Website provider can be action additional tasks   | As Required | Parish Clerk   | 2          | 2      | 4     | YES       | Admin Assistant to arrange training for Admin Support to be able to complete all website functions, when needed |
| Websites      | Administration/<br>Legal | Non conformance with Data Protection Act                        | Minimise risk associated with GDPR  | Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection | As Required | Parish Clerk   | 1          | 2      | 2     | NO        |   |