# STILTON PARISH COUNCIL

## Risk Management Scheme

Risk assessment is a systematic general examination of working conditions, workplace activities and safeguarding of assets that enables the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is reasonably practical through identifying key risks, the level of risk, considering the management of those risks and reviewing PC procedures to reduce risk to people and public money.

This document has been produced to enable Stilton Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

The list is not exhaustive and the Parish Council may wish to consider other risks not identified.

Key:

Committees:
AMC – Amenities Management Committee
FGPC – Finance, General Purpose and Communication Committee
SSC – Staffing Subcommittee

Residual Risk:

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| LOW | Expected to occur on a rare basis |
| MEDIUM | Expected to occur at some time |
| HIGH | Expected to occur often |

| ASSETS | | | | |
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| AREA | RISK | THOSE IN DANGER | MEASURES | RESIDUAL RISK |
| Barn Close Play Area | Vandalism of equipment<br>Replacement costs | Members of the public | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Annual RoSPA inspection<br>Asset Replacement EMR established – **equipment not covered under insurance policy**<br>Public liability insurance for £15,000,000<br>* Related PC documents: Barn Close Play Area Risk Assessment, RoSPA Annual Inspection Report, AMC Committee Terms of Reference | MEDIUM |
| Skate Park | Vandalism of equipment<br>Replacement costs | Members of the public | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Annual RoSPA inspection – repairs undertaken quickly<br>Asset Replacement EMR established – **equipment not covered under insurance policy**<br>Public liability insurance for £15,000,000<br>* Related PC documents: Skate Park Risk Assessment, RoSPA Annual Inspection Report, AMC Committee Terms of Reference | MEDIUM |
| Bus shelters | Vandalism<br>Poor maintenance<br>Replacement costs | Members of the public | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Asset Replacement EMR established – maintenance by GW Shelter Solutions in 2024 | LOW |

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| | | | Detailed on asset register (insured for 7 x glass bus shelters - £17,526.07 and brick bus shelter - £7,420.65)<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>* Related PC documents: AMC Committee Terms of Reference | |
| Gates and fencing | Vandalism<br>Poor maintenance<br>Replacement costs | Members of the public | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Annual village walk by Councillors to inspect<br>Asset Replacement EMR established<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>* Related PC documents: AMC Committee Terms of Reference | LOW |
| Trees | Poor maintenance<br>Falling branches in poor weather or due to ill health | Members of the public<br>Vehicles<br>Staff<br>Councillors<br>Volunteers | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Annual village walk by Councillors to inspect<br>Regular tree survey carried out by external company and tree report compiled (tree tagging in place and plan on website to allow public interaction/feedback)<br>Maintenance plan to continue - budget in place<br>Public liability insurance for £15,000,000<br>* Related PC documents: AMC Committee Terms of Reference | MEDIUM |
| Bins | Vandalism<br>Poor maintenance | Members of the public | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action) | |

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| | Replacement costs | | Annual village walk by Councillors to inspect<br>Asset Replacement EMR established<br>Detailed on asset register (insured for 4 x concrete bins - £1,976.73)<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>* Related PC documents: AMC Committee Terms of Reference | LOW |
| Notice boards | Vandalism<br>Poor maintenance<br>Replacement costs | Members of the public<br>Staff | Weekly inspection by Amenities Caretakers. Monthly inspection by Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Annual village walk by Councillors to inspect<br>Asset Replacement EMR established<br>Detailed on asset register (insured for 3 x notice boards - £5,929.71)<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>* Related PC documents: AMC Committee Terms of Reference | LOW |
| Village pump | Vandalism<br>Poor maintenance<br>Replacement costs | Members of the public | Weekly inspection by Amenities Caretakers<br>Annual village walk by Councillors to inspect<br>Asset Replacement EMR established<br>Detailed on asset register (insured for £1,693.40)<br>Public liability insurance in place for £15,000,000<br>Impact damage insurance<br>* Related PC documents: AMC Committee Terms of Reference | LOW |
| Benches | Vandalism | Members of the public | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management | |

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| | Poor maintenance<br>Replacement costs | | Committee for action)<br>Annual village walk by Councillors to inspect<br>Maintenance plan established - budget in place<br>Detailed on asset register (insured for 5 x benches - £13,178.21)<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>* Related PC documents: AMC Committee Terms of Reference | LOW |
| Staff laptops, printer and phones | Replacement costs<br>Repair costs<br>Accidental damage<br>Theft<br>Loss of important data<br>Interruption to effective administration | Staff<br>Councillors<br>Public services | Budget for replacement after life span or repairs<br>Provision in Reserves for replacement in emergencies<br>Covered on insurance (detailed on asset register as part of PR contents – insured for £1,449.60)<br>Regular back ups performed on external storage<br>Storage in the cloud (Scribe/website/Office)<br>McAfee protection in place for all devices | LOW |
| Street lights | Damage<br>Vandalism<br>Repair costs | Members of the public | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Detailed on asset register (insured for 3 x street lights - £2,965.09)<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>* Related PC documents: AMC Committee Terms of Reference | LOW |
| Pavilion and contents | Damage<br>Vandalism | Staff<br>Councillors<br>Members of the | Weekly visual inspections by Pavilion Administrator including water checks (all concerns noted and passed to Pavilion Committee for action)<br>Annual Legionella checks – new PA/cleaner to attend online Legionella | |

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| | Theft<br>Repair costs<br>Loss of income<br>Fire<br>Act of God<br>Health and Safety | public/users<br>Volunteers | training course (Legionella insurance)<br>Maintenance plan and regular servicing of CCTV, alarm, electrical systems and boilers<br>Extraction fans and under floor heating servicing to be established<br>Alarm monitored by Huntingdonshire District Council (HDC)<br>CCTV monitored live by HDC<br>Key register updated<br>All contents on asset register (provided to insurance company)<br>Insurance – building and contents. Material damage, accidental damage, theft, malicious persons, storm/flood, escape of water, falling trees and subsidence cover in place.<br>Public liability insurance for £15,000,000<br>Employers liability insurance for work related accidents - £10,000,000<br>Insurance to cover events and hirers – Hirer's Liability<br>Insurance for legal expenses (property defence/bodily injury) - £100,000<br>Plant protection insurance<br>Reserves to cover loss of income – Business Interruption insurance cover<br>* Related PC documents: Pavilion Health and Safety Policy, Pavilion Fire Risk Assessment, Pavilion Risk Assessment, Pavilion Committee Terms of Reference, Financial Regulations | LOW |
| Parish Room and contents | Damage<br>Vandalism<br>Theft<br>Repair costs | Staff<br>Councillors<br>Members of the public<br>Volunteers | Monthly inspections and water checks by Pavilion Administrator (all concerns noted and passed to Amenities Management Committee for action)<br>Annual alarm service – carried out in August 24<br>All contents on asset register - updated | |

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| | Fire<br>Act of God<br>Under used<br>Health and Safety | | Key register<br>Title documents/Cemetery documents held in fire proof, locked filing cabinet<br>Security light on a sensor<br>Insurance – buildings and contents. Material damage, accidental damage, theft, malicious persons, storm/flood, escape of water, falling trees and subsidence cover<br>Public liability insurance for £15,000,000<br>Employers liability insurance for accidents - £10,000,000<br>Insurance for legal expenses (property defence/bodily injury) - £100,000<br>* Related PC documents: Parish Room Risk Assessment, PC Health and Safety Policy, AMC Committee Terms of Reference | LOW |
| Cemetery, New Churchyard and Garden of Remembrance | Proper procedure or regulations not followed<br>Health and Safety<br>Vandalism<br>Repair costs<br>Damage | Members of the public<br>Parish Council<br>Contractors working in the churchyards (grass cutting, tree works, grave diggers, etc.) | Regular checks on headstones/monuments by Clerk and Amenities Caretakers (topple test training to be undertaken)<br>Grave survey undertaken by external company every 5 years<br>Cemetery software (Scribe Cemetery) purchased and records updated<br>Burial records kept in fire proof safe at Parish Room<br>Public liability insurance for £15,000,000<br>Cemetery wall insured for £9,033.85<br>Council joined ICCM<br>* PC policies in place to assist: Cemetery Risk Assessment, Garden of Remembrance Risk Assessment, New Churchyard Risk Assessment, Cemetery Rules and Regulations, Financial Regulations | MEDIUM |
| War Memorial | Damage<br>Vandalism | Members of the public | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action) | |

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| | Repair costs<br>Health and Safety | | Maintenance accounted for on yearly budget (plan to be established)<br>Detailed on asset register (insurance: £20,600)<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>* Related PC documents: PC Health and Safety Policy, AMC Committee Terms of Reference | LOW |
| MVAS | Damage<br>Vandalism<br>Health and Safety | Members of the public<br>Councillors | Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Detailed on asset register (insurance: £2,000)<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>* Related PC documents: MVAS Risk Assessment, PC Health and Safety Policy, AMC Committee Terms of Reference | LOW |
| Telephone Box | Damage<br>Vandalism<br>Repair Costs<br>Health and Safety | Members of the public | Weekly visual inspection by Amenities Caretaker and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)<br>Amenities Caretakers checking defibrillator monthly and when used. Community Heartbeat Trust automatically calibrating<br>Detailed on asset register (insurance: £2,500)<br>Public liability insurance for £15,000,000<br>Impact damage insurance<br>Risk Assessment to be carried out<br>Budget for maintenance/repair works to be established<br>* Related PC documents: PC Health and Safety Policy, AMC Committee | LOW |

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| | | | Terms of Reference | |
| Hanging baskets | Health and Safety<br><br>Damage<br><br>Replacement costs | Members of the public | ~~Weekly visual inspection by Amenities Caretakers and concerns reported to Clerk (all concerns noted and passed to Amenities Management Committee for action)~~<br><br>~~Populated by HDC as part of contract~~<br><br>No hanging baskets up at the moment – CLERK TO GENERATE REPORT BEFORE REHANGING<br><br>~~Risk Assessment to be carried out~~<br><br>Detailed on asset register (insured for 14 x hanging baskets - £2,635.64)<br><br>Public liability insurance for £15,000,000<br><br>* Related PC documents: PC Health and Safety Policy, AMC Committee Terms of Reference | LOW |

| FINANCE | | | | |
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| AREA | RISK | THOSE IN DANGER | MEASURES | RESIDUAL RISK |
| Precept | Adequacy of precept in order for the PC to carry out its Statutory duties<br><br>Failure to submit on time | Public services<br><br>Councillors<br><br>Clerk | Timetable for precept setting<br><br>Council receives a budget review from the Finance, General Purpose and Communication Committee quarterly to ensure accurate budgeting and precept setting<br><br>When discussing the precept for the following year, the PC will receive a budget report including actual position and projected position at year-end from the RFO. With this information and from consideration of any future projects, the Parish Council can accurately determine the amount of precept required for the following financial year<br><br>* Related PC documents: Financial Regulations, FGPC Terms of Reference, | LOW |

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| | | | Reserves Policy | |
| Financial records | Inadequate records<br>Financial irregularities<br>Loss of records | Parish Council<br>Public services | Financial Regulations set out requirements<br>RFO meets with Internal Auditor annually<br>FGPC Committee members have 'read only' access to Scribe accounting package<br>Key documents uploaded onto PC website<br>Fidelity guarantee insurance in place for all members and employees - £250,000<br>* Related PC documents: Financial Regulations, FGPC Terms of Reference | LOW |
| Banking | Inadequate checks<br>Banking mistakes<br>Loss of signatories<br>Misappropriation of Council funds/fraud | Parish Council<br>Public services | Financial Regulations sets out requirements<br>RFO reconciles the bank accounts monthly drawing on the online bank statement and presenting to members at monthly full meetings with the cash book<br>FGPC carries out a quarterly inspection of bank reconciliations and bank statements (signed by FGPC chairman)<br>Any problems/irregularities identified and addressed immediately<br>PC chooses replacement signatories at full council meetings only<br>Online payments authorised by set Councillors (rotational – annual assignment) and referenced against monthly, approved expenditure on full meeting agenda. Uploaded invoices cross referenced with expenditure and confirmed at full meetings by Chairman and another councillor<br>Cheques signed by 2 Councillors (online banking predominantly used)<br>Bank mandates and changes to banking procedures recorded at Annual Meeting of the Parish Council<br>Fidelity guarantee insurance in place for all members and employees - £250,000 | LOW |

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| | | | * Related PC documents: Financial Regulations | |
| Banking/cash and Pavilion invoicing | Payments not accounted for<br>Loss through theft or dishonesty<br>Inaccuracy of invoices | Parish Council<br>Public services | Included in internal audit checks<br>Cash/cheques banked and reconciled monthly<br>2 councillors authorised to make payments<br>Users encouraged to pay online<br>Scribe Booking software allows instant access to bookings/accounts as all in one place and stored on the cloud<br>Spread sheet details historic Pavilion deposits. Deposits held separately in a separate account – transferred in and out by booking reference to provide audit trail<br>Fidelity guarantee insurance in place for all members and employees - £250,000<br>* Related PC documents: Financial Regulations | LOW |
| Income – ensuring all requirements are met under custom and excise regulations | Unable to fulfil responsibilities | Public services | PC complies with current VAT legislation<br>Clerk/RFO attends financial training by CAPALC and through Scribe Accounting to ensure compliance with regulations<br>Fidelity guarantee insurance in place for all members and employees - £250,000<br>* Related PC documents: Financial Regulations | LOW |
| Orders for work, goods and services | Unable to fulfil responsibilities | Public services | Requirements outlined in Financial Regulations and monitored at Internal Audit (reviewed annually)<br>PC Procurement Policy (attached to Financial Regulations)<br>* Related PC documents: Financial Regulations | LOW |
| Loss to third parties | Possible litigation costs/damages | Clerk/RFO | Health and Safety policies reviewed and action taken regularly<br>Fidelity guarantee insurance in place for all members and employees - | LOW |

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| | | | £250,000<br>Contractors insurance checked and recorded<br>* Related PC documents: Financial Regulations | |
| Inadequate insurance | Balance of costs to be found | Clerk/RFO | Council to review annually to ensure best value or if circumstances change, to ensure adequate cover<br>FGPC Committee performs annual check<br>* Related PC documents: Financial Regulations, FGPC Terms of Reference | LOW |
| Failure to account for and recover VAT | Wasted resources | Clerk/RFO | All payments entered onto Scribe and MTD utilised – reports available<br>Internal auditor monitors<br>Parish Council notified at full meeting when VAT return filed and noted in minutes<br>Fidelity guarantee insurance in place for all members and employees - £250,000<br>* Related PC documents: Financial Regulations | LOW |
| Failure to stay within agreed budgets | Inadequate control<br>Potential wasted resources | Clerk/RFO<br>Councillors | RFO to adhere to Financial Regulations where exceeding budgetary amounts must be explained<br>FGPC Committee monitors budget spend at quarterly review<br>Reserves Policy to mitigate the short-term impact of loss<br>* Related PC documents: Financial Regulations, Disciplinary Policy, FGPC Terms of Reference | MEDIUM |
| Holding excessive or inadequate reserves | Auditors report<br>Poor use of resources<br>Inability to meet commitments | Councillors<br>Clerk/RFO | RFO to review as part of budget (monitored by FGPC Committee)<br>Council has a Reserves Policy in place covering 5 months running costs<br>* Investment Policy created<br>* Related PC documents: Financial Regulations, Standing Orders, FGPC Terms of Reference | LOW |

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| Election costs | Risk of an election | Councillors | An EMR is established to build an adequate fund for an election<br>* Related PC documents: Financial Regulations, Standing Orders | LOW |
| Audit - Internal | Completion within time limits | Parish Council | Internal Auditor is appointed by the PC as part of the AGAR each year (recorded in minutes)<br>IA is supplied with relevant documents to audit and the required form to complete and sign<br>Clerk provides a copy to full council along with IA report<br>A 6 monthly IA is available<br>Clerk/RFO works to a pre-set timetable for audit planning<br>FGPC Committee receives and reviews IA<br>* Related PC documents: Financial Regulations, FGPC Terms of Reference | LOW |
| Failure to complete/submit Annual Return on time | Completion within time limits<br>Poor Auditors report<br>Public confidence suffers | Parish Council<br>Clerk/RFO | AGAR submitted to the IA for signing then completed and signed by the PC before forwarding to the EA within the time frame set in Financial Regulations<br>Clerk/RFO works to a pre-set timetable for audit planning<br>FGPC Committee receives and reviews EA report<br>* Related PC documents: Financial Regulations, FGPC Committee Terms of Reference | LOW |
| Freedom of Information Requests | Non compliance with the Act | Parish Council<br>Clerk/RFO | The Parish Council has a Model Publication Scheme in place but is aware that if a substantial request came in, it could create additional work. PC can charge a fee to supplement the additional hours<br>* Related PC documents: Freedom of Information Policy/Publication Scheme, Freedom of Information Request Form (downloaded from SPC website), Standing Orders | LOW |
| Litigation | Potential risk of legal action against PC | Parish Council | Public liability insurance (£15,000,000) covers general injury claims where PC is found at fault but not spurious or frivolous claims (cannot be insured against), Employers Liability insurance in place for £10,000,000 and Libel | |

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| | | | and Slander cover for £100,000<br><br>Fidelity guarantee insurance in place for all members and employees - £250,000 and Personal Accident cover for £50,000 capital sum or £200 weekly sum (up to the age of 90 years old). Legal expenses cover included on insurance policy too | LOW |

| PEOPLE | | | | |
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| AREA | RISK | THOSE IN DANGER | MEASURES | RESIDUAL RISK |
| Failure to attract sufficient candidates for Member vacancies or elections | Reduced representation of electorate<br><br>Lack of skills on PC/too much pressure on existing Councillors<br><br>Possible inquorate meeting | Parish Council | Raise Council profile in the community and highlight opportunity for joining – to be addressed in the action plan<br><br>Publicise elections or vacancies on notice boards, website, social media and in SCAN<br><br>* Related PC documents: Councillor Co-Option Policy, SPC Constitution, Communication Policy | MEDIUM |
| Failure to achieve quorum at meetings | Business not transacted<br><br>Decisions unmade | Parish Council<br><br>Clerk/RFO<br><br>Members of public | Annual meeting calendar circulated to all members<br><br>Issue agendas in plenty of time<br><br>Record attendance<br><br>Contact members who fail to attend meetings. WhatsApp group set up to provide alerts for agenda sending and meetings for councillors (Clerk manages) | LOW |
| Lack of public consultation by PC | Decisions not based on evidence<br><br>Councillors and public disenfranchised | Parish Council<br><br>Members of public | Meetings publicised on notice boards, website and social media (and subsequent minutes – online only)<br><br>Include public participation at all meetings<br><br>Ensure seating available for public at meetings | |

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| | | | Budget for regular councillor training so members aware of importance of public consultation<br><br>Finance, General Purpose and Communication Committee<br><br>* Related PC documents: Code of Conduct, Complaints Policy, Complaints Procedure, FGPC Terms of Reference | MEDIUM |
| Failure to respond to electors wishing to exercise Right of Inspection | Complaints received<br><br>Not transparent<br><br>Non compliance | Clerk | Clerk to advertise facility and respond to requests<br><br>Notice of Exercise of Public Rights on website and notice boards<br><br>Fidelity guarantee insurance in place for all members and employees - £250,000<br><br>* Related PC documents: Disciplinary Policy, Financial Regulations, Complaints Policy, Complaints Procedure | LOW |
| Members acting alone outside meetings | Members outside compliance<br><br>Indemnities invalid<br><br>Personal risk | Councillors<br><br>Parish Council | All new Councillors provided with the 'Good Councillor Guide'<br><br>Avoid making commitments on behalf of the Council<br><br>Attend relevant training courses – budget in place<br><br>Fidelity guarantee insurance for all members and employees - £250,000<br><br>* Related PC documents: Code of Conduct, Complaints Policy, Complaints Procedure, Standing Orders | MEDIUM |
| Council decisions not implemented | Confidence undermined<br><br>Reputation risk arises<br><br>Possible losses | Clerk/RFO | Clerk to publish draft Minutes (considered at next meeting)<br><br>Fidelity guarantee insurance for all members and employees - £250,000<br><br>* Related PC documents: Disciplinary Policy, Standing Orders | LOW |
| Inaccurate, untimely, improper Minutes | Poor decisions in the future<br><br>Lack of evidence for decisions | Clerk | Clerk to check Minutes with Councillors not more than 7 days after meeting<br><br>Minutes published in draft form, in prescribed method within best practice guidelines<br><br>Minutes approved and signed at following meeting<br><br>Minutes displayed according to legal requirements | LOW |

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| | | | * Related PC documents: Disciplinary Policy, Standing Orders | |
| Inadequate document control | Poor evidence<br>Poor support for Members | Clerk | Filing and retrieval system (all policies and procedures on website)<br>Clerk double checks document version control<br>Historic accounts and minutes to be archived with HDC – Clerk to action<br>* Related PC documents: Disciplinary Policy | LOW |
| Failure to recognise and address conflict of interest | Lack of transparency<br>Open to complaints of fairness or bias | Councillors<br>Clerk/RFO | Standards reviewed annually<br>* Related PC documents: Financial Regulations, Complaints Policy, Complaints Procedure, Code of Conduct, Standing Orders | LOW |
| Incomplete or inaccurate register of Members' interests | Lack of transparency<br>Open to complaints of fairness or bias | Councillors | Declarations of interest by members at PC meetings is listed on every agenda to remind members of their duty<br>Register of Members Interests reviewed regularly by Councillors<br>Clerk to issue Members Interests forms to new Councillors<br>* Related PC documents: Code of Conduct, Financial Regulations, Standing Orders | LOW |
| Improper contracting procedures | Possible losses<br>Poor levels of service<br>Possible increased costs | Clerk/RFO | Adherence to Public Contracts Regulations 2015<br>Fidelity guarantee insurance for all members and employees - £250,000<br>Clerk/RFO trained<br>All contractors to provide a copy of their Public liability insurance for PC records (including those with delegated responsibilities like grass cutting and maintenance)<br>* Related PC documents: Financial Regulations, Standing Orders | LOW |
| Loss of Clerk/RFO | Interruption to effective administration and financial management | Parish Council<br>Clerk/RFO | <u>Internal</u><br>Councillors to be trained to undertake a wide range of financial and administrative tasks. Instructions available for Councillors. Pavilion Administrator able to take meeting minutes. Staffing Subcommittee | |

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| | | | Employers liability insurance in place for accidents - £10,000,000<br><br>Fidelity guarantee insurance for all members and employees - £250,000<br><br>Insurance for legal expenses (employment disputes, compensation, etc.) - £100,000<br><br>* Related PC documents: Appraisal Policy, Dignity at Work Policy, Equality and Diversity Policy, Grievance Policy, Home Working Policy, SSC Terms of Reference, Standing Orders<br><br><u>External</u><br><br>Locum Clerks provided by the SLCC available to assist in an emergency | MEDIUM |
| Loss of Amenities Caretakers | Inspections not done<br><br>Litter not gathered | Parish Council<br><br>Amenities Caretakers | Councillors to be able to undertake a wide range of tasks. Instructions available for Clerk. Staffing Subcommittee<br><br>Employers liability insurance for accidents - £10,000,000<br><br>Fidelity guarantee insurance for all members and employees - £250,000<br><br>Insurance for legal expenses (employment disputes, compensation, etc.) - £100,000<br><br>Vacancy filled as quickly as possible<br><br>* Related PC documents: Appraisal Policy, Dignity at Work Policy, Equality and Diversity Policy, Grievance Policy, Home Working Policy, SSC Terms of Reference, Standing Orders | LOW |
| Loss of Pavilion Administrator | Bookings lost/financial impact<br><br>Statutory compliance lapses | Parish Council<br><br>Clerk/RFO<br><br>Pavilion Administrator | Councillors to be able to undertake a wide range of Pavilion related tasks. Clerk able to perform role. Instructions available for Clerk and Councillors. Staffing Subcommittee<br><br>Employers liability insurance for accidents - £10,000,000<br><br>Fidelity guarantee insurance for all members and employees - £250,000<br><br>Insurance for legal expenses (employment disputes, compensation, etc.) - £100,000 | LOW |

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| | | | Vacancy filled as quickly as possible<br>* Related PC documents: Appraisal Policy, Dignity at Work Policy, Equality and Diversity Policy, Grievance Policy, Home Working Policy, SSC-Terms of Reference, Standing Orders | |
| Lack of defined objectives or strategy | Resources not directed<br>Poor performance | Parish Council | Council to produce a 3 year Action Plan<br>* Related PC documents: SPC Constitution | MEDIUM |
| Failure to correctly identify local needs or wishes | Council does not represent the people<br>Resources not applied<br>Democratic deficit | Parish Council<br>Electorate | Maintain close contact with local residents<br>Advertise PC meetings to obtain resident's feedback<br>Use questionnaires to identify local wishes (FGPC Committee)<br>Neighbourhood Planning interaction with public<br>Publicise plans and invite comments<br>* Related PC documents: Complaints Policy, Complaints Procedure, Grant Awarding Policy, Communication Policy, FGPC Terms of Reference | MEDIUM |
| Lack of public participation at meetings | Public voice not heard<br>Potential lack of interest in vacancies<br>Lack of transparency | Parish Council | Ensure meetings publicised<br>Include public participation on agendas<br>Ensure seating available at meetings for public<br>Provide advice for members of public attending meetings<br>Publish agendas and minutes on website<br>FGPC Committee<br>* Related PC documents: Communication Policy, FGPC Terms of Reference | LOW |
| Allegations of libel, slander or defamation | Potential for litigation<br>Costs of investigation<br>Reduces confidence | Parish Council<br>Councillors<br>Staff | Review all articles before release by full council/Clerk<br>Libel/slander insurance cover - £100,000<br>Fidelity guarantee insurance for all members and employees - £250,000 | |

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| | | | FGPC Committee<br>Insurance for legal expenses - £100,000<br>* Related PC documents: Complaints Policy, Complaints Procedure, Communication Policy, Code of Conduct, FGPC Terms of Reference | LOW |
| Bad publicity | Reduces confidence | Councillors<br>Staff | Review all articles before release<br>Mindful of PC reputation<br>FGPC Committee<br>* Related PC documents: Communication Policy, Community Engagement Policy, Code of Conduct, Complaints Policy, Complaints Procedure, FGPC Terms of Reference | MEDIUM |
| Fraud by Clerk/RFO | Reputation<br>Costs<br>Litigation | Clerk/RFO | Adequate internal audit<br>Regular reporting to members<br>Control systems for managing expenditure<br>Fidelity guarantee insurance for all members and employees - £250,000<br>Insurance for legal expenses - £100,000<br>* Related PC documents: Disciplinary Policy, Financial Regulations, Standing Orders | LOW |
| Fraud by Councillors | Reputation<br>Costs<br>Litigation | Clerk/RFO | Adequate internal audit<br>Regular reporting to members<br>Control systems for managing expenditure<br>Records kept in locked office and key register held<br>Fidelity guarantee insurance for all members and employees - £250,000<br>Insurance for legal expenses - £100,000<br>* Related PC documents: Complaints Policy, Complaints Procedure, | LOW |

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| | | | Financial Regulations, Standing Orders, Code of Conduct | |
| Inadequate awareness of relevant legislation | Failure to comply | Councillors<br>Clerk/RFO | Maintain membership of CAPALC/NALC<br>Clerk CiLCA trained<br>Councillors to undertake regular training<br>Staffing subcommittee<br>* Related PC documents: Standing Orders, Financial Regulations, Complaints Policy, Complaints Procedure, SSC Terms of Reference | MEDIUM |
| Failure to comply with relevant legislation | Litigation<br>Costs<br>Reputational damage | Councillors<br>Clerk/RFO | Maintain membership of CAPALC/NALC<br>Clerk to undertake regular training<br>Liaise with internal and external auditors<br>Staffing Subcommittee<br>Fidelity guarantee insurance for all members and employees - £250,000<br>Insurance for legal expenses - £100,000<br>* Related PC documents: Standing Orders, Financial Regulations, Complaints Policy, Complaints Procedure, SSC Terms of Reference | LOW |
| Failure to maintain fixed asset register | Improper control<br>Poor Auditor's report | Clerk | Council reviews at Annual Meeting of PC<br>Internal audit to inspect<br>FGPC to review annually<br>* Related PC documents: Disciplinary Policy, Financial Regulations, FGPC Terms of Reference | LOW |
| Improper financial records | Potential for wasted resources | Clerk | Internal audit to review<br>* Related PC documents: Disciplinary Policy, Financial Regulations, Standing Orders | LOW |
| HMRC requirements not | Costs | Clerk/RFO | Clerk/RFO to be aware of requirements | |

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| met | Litigation | | Use of Brightpay payroll for wages<br>Fidelity guarantee insurance for all members and employees - £250,000<br>Insurance for legal expenses - £100,000<br>* Related PC documents: Disciplinary Policy, Financial Regulations | LOW |
| Non-compliance with data protection | Litigation<br>Poor reputation | Councillors<br>Clerk/RFO | PC registered for data protection with the Information Commissioner's Office (ICO)<br>Insurance policy as part of CAPALC membership<br>Fidelity guarantee insurance for all members and employees - £250,000<br>Insurance for legal expenses - £100,000<br>Office documents GDPR compliant<br>Website GDPR compliant<br>Clerk is the designated Data Protection Officer<br>* Related PC documents: Data Protection Policy, Disciplinary Policy, Standing Orders, Financial Regulations, Complaints Policy, Complaints Procedure | LOW |
| Salaries and associated costs | Salaries paid incorrectly | Clerk/RFO | Salary rates assessed annually at appraisals<br>All staff have contracts and job descriptions<br>Salaries paid monthly in arrears by BACS and calculated on Brightpay, checked by RFO and payroll report presented to monthly PC meeting<br>Staffing Subcommittee<br>Fidelity guarantee insurance for all members and employees - £250,000<br>Insurance for legal expenses - £100,000<br>* Related PC documents: Appraisal Policy, Financial Regulations, SSC Terms of Reference | LOW |

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| Training | Lack of training can lead to incorrect decisions being taken | Clerk/RFO<br><br>Pavilion Administrator<br><br>Amenities Caretakers<br><br>Councillors | Clerk provided with relevant training, reference books and access to assistance (SLCC, CAPALC and NALC)<br><br>Parish Council a member of NALC/CAPALC as a training source<br><br>Parish Councillors/staff provided with training (new or refresher)<br><br>Adequate budget to ensure all councillors/staff can receive relevant training annually<br><br>Staffing Subcommittee<br><br>* Related PC documents: SSC Terms of Reference | LOW |
| Health and Safety | Accidents<br><br>Litigation | Councillors<br><br>Staff<br><br>Members of the public<br><br>Contractors | All employees provided with adequate direction and safety equipment, where appropriate, to undertake their roles<br><br>Parish Council and Pavilion Health and Safety Policies adhered to (training made available)<br><br>Contractors made aware of H&S requirements<br><br>Insurance (public liability - £15,000,000 and employers liability - £10,000,000)<br><br>Fidelity guarantee insurance for all members and employees - £250,000<br><br>Personal accident insurance for employees and councillors - £50,000 capital sum or £200 weekly sum (until 90 years of age)<br><br>Insurance for legal expenses - £100,000<br><br>Staffing Subcommittee<br><br>* Related PC documents: Home Working Policy, SPC Health and Safety Policy (Statement of Intent), Standing Orders, Financial Regulations, Complaints Policy, Complaints Procedure, SSC Terms of Reference | LOW |