



## 2024-25 Risk Assessment for Little Stanion Parish Council

Risk Description	Hazard	Control	Likelihood 1-2-3-4-5	Impact 1-2-3-4-5	Risk Value	Action Plan Required?
Code of Conduct	Failure to Maintain or update Register of Interest	Ensure all Members are aware of their statutory responsibilities & maintain appropriate registers	2	2	4 - Low	Review annually at May meeting
Computing	Physical - Loss or damage arising from unauthorised use or theft or loss	Restrict access through use of passwords & keep safe. Ensure appropriate internal & external security devices are installed. Ensure regular backup of data onto appropriate medium. Restrict access to authorised users and ensure only approved software is used.	2	2	4 - Low	No
	Technical - Crash of IT system	Ensure regular backup of system and that equipment is properly maintained.	3	3	9 Medium	Ensure monthly backups onto hard drive
Council Meetings	Legal - Failure to meet statutory duties	Ensure all members are notified of meeting by way of summons & agenda. Ensure all public notices are posted as required. Ensure meeting quorate & maintain attendance records. Ensure minutes are signed by Chairman and maintain minute book.	1	1	1 - Low	No
	Access	Ensure access is available to all. Have regard to disablement and disability. Set aside specific area for press and public	1	1	1 - Low	No
	Security	Define policy for security of staff, members, premises and equipment. Maintain liaison with local enforcement agencies	1	1	1 - Low	Security policy to be put in place
	Personal Injury	Ensure appropriate controls are in place to minimise the risk of injury to officers, members and public. Ensure that defined standards are being maintained. Ensure appropriate notices are in place. Ensure that council has appropriate insurance cover	1	1	1 - Low	Security policy to be put in place
Council Property & Documents	Financial - Legal Liability as a result of Asset Ownership	Ensure adequate Public Liability Insurance is in place	2	2	4 - Low	Insurance cover reviewed annually
	Loss of Assets	Maintain Asset Register & effective security of all assets. Ensure adequate & appropriate insurance cover is held	2	2	4 - Low	Insurance cover reviewed annually
Data Protection	Duty of Notification and Duty to Disclose	Ensure all statutory requirements met. Appoint an external DPO. Ensure registration with ICO is up to date. Formalise procedures	2	2	4 - Low	NALC Guidance followed & required policies and procedures adopted. NCALC appointed as DPO & Annual registration with ICO on direct debit
Defibrillator	Failure to comply with insurance requirements & in good working order	Ensure the defibrillator is inspected every week to ensure in good working order	2	2	4 - Low	Monthly checks in place - Midlands Paramedics
Employment of Staff	Duty to Appoint to ensure that the council fulfils its responsibilities.					

	Failure to comply with employment law	Issue contracts of employment & arrange annual reviews and appraisals. Awareness of new legislation. Arrange necessary training to fulfil requirements in line with training policy. Maintain appropriate staff records.	1	1	1 - Low	No
	Attacks on staff & volunteers	Ensure appropriate insurance in place. Ensure staff have telephone access at all times. Lone working policy in place	1	2	2 - Low	Put Lone working policy in place
	Loss of Key Staff	Ensure procedures for key functions are documented	1	2	2 - Low	Set out in job description
Financial Management	Failure to comply with Customs & Excise Regulations	Refer to guidance HMCE Notice 749. Ensure all VAT is properly administered seek further guidance where necessary. Complete & submit VAT refunds on a regular basis	1	1	Low	On line returns now available
	Failure to comply with IR Regulations	Maintenance of comprehensive records. Arrange prompt payment of all sums due	1	1	Low	HMRC Basic PAYE Tools (RTI) used for payroll calculations which is updated automatically and reported directly to HMRC each month.
	Incurring expenditure without proper legal authority	Record powers in Accounts for all payments	1	1	Low	Powers reported on accounts
	Failure to maintain Asset Register	Ensure all acquisitions/disposals are accurately & promptly recorded	1	1	Low	Asset register reviewed annually
	Risk to 3rd Party as a consequence of providing a service	Ensure appropriate insurance cover in place	1	1	Low	Insurance cover reviewed annually
	Loss of Money through theft	Ensure regular bank reconciliations	1	1	Low	No cash held. Monthly bank reconciliations carried out and reported to Council. Set up regular Internal control sampling.
	Failure to ensure proper use of funds under s137. Power of last resort.	Ensure s137 expenditure is recorded separately. Ensure all applications are complete and fully supported prior to submission to council. Ensure that properly recorded in minutes	1	2	Low	Limit for 2023-24 is £9.93 per elector
	Failure to keep proper records	Define responsibility. Ensure appropriate Standing Orders and Financial Regulations in place and subject to periodic review.	1	2	Low	NCALC Internal Auditor appointed. External Auditor appointed. Set up regular Internal control sampling.
	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain an effective budgetary control/financial reporting system	1	2	Low	Reporting to the Council at each meeting.
	Failure to maintain an effective payments system	All payments supported by an invoice/voucher. Approved by Council and minuted. Invoices signed by 2 councillors Payments authorised by 2 signatories at the bank as per mandate.	1	2	Low	Robust systems in place. All expenditure subject to sound budgetary control.
	Failure to set a precept with sound budgetary arrangements	Determine responsibility. Ensure presented to council and that precept is set as a result of a full report detailing requirements for the forthcoming year for all heads of income and expenditure. Review all changes made by council. Review adequacy of balances and reserves. Ensure budget monitoring is in place throughout the year.	1	2	Low	Resources Committee meet to review the requirements and report to the council. Budget monitoring at each meeting on the Financial Report to the council.
Fly Tipping		Carry out periodical inspections. Contact NNC for removal	1	2	Low	Set up rota of village inspections

Planning	Failure to meet deadlines	Ensure adequate numbers on Planning Committee. When necessary liaise with Planning Authority for extension	1	1	Low	
Public /Personal Injury		Ensure all staff have appropriate training and adhere to approved working practices. Ensure all appropriate disclaimer notices and warning signs are in place. Ensure that any risk is minimised wherever possible. Maintain records of training. Maintain records of any injuries. Ensure the council holds adequate insurance cover.	1	2	Low	
Provision of Website	Inadequate Budgeting	Ensure all cost included	1	2	Low	
	Website Crash	Ensure back-up of data is maintained by Cuttlefish. Ensure early reinstatement	1	1	Low	
Village Signs	Inadequate Budgeting	Ensure maintenance requirements included in budget	1	1	Low	
	Vandalism	Carry out regular inspections. Liaise with local enforcement agencies and take action against offenders	1	1	Low	Set up rota of village inspections
	Maintenance	Periodic Inspections and arrange for repairs as required	1	1	Low	Set up rota of village inspections
Vandalism		Carry out periodical inspections. Contact NNC for assistance with antisocial behaviour	1	2	Low	Set up rota of village inspections
Web Sites	Dependence on an individual	Ensure that a minimum of 2 people have the necessary ability to undertake all website activities	1	2	Low	Chairman of Communications Committee and Clerk have full access and have been trained by Cuttlefish
	Ensure site is compliant with all regulations	Website provider to ensure compliance	1	2	Low	Cuttlefish are the leading website provider for the Local Council sector
	Lack of visibility of visitor numbers	Website provider to ensure visibility	1	1	Low	Part of the Cuttlefish website template
	Non-Compliance with Freedom of Information Act	Ensure ALL information is available as declared on the Model Publication	1	2	Low	Clerk to ensure that all documentation is uploaded and available to view
	Content	Ensure that all content is specifically approved by Council	1	1	Low	Communications Committee to approve all Council communications
	Inadequate Control	Ensure that a written formal agreement is in place	1	1	Low	Cuttlefish are the leading website provider for the Local Council sector