Culmington Parish Council Risk Assessment
Reviewed 4/4/23 Next Review: April 2024

	Risks	Level	Action Required
Physical Assets owned by the council	**Notice Boards** a) Risk to third party through usage of assets. b) Damage to assets	a) Low b) Low	a) Public liability Insurance for £10 million in place and council reviews cover annually. b) Clerk maintains a register of assets and inspects notice boards bi-monthly and arranges maintenance.
	Bus Shelter **a)** Risk to third party through usage of assets. b) Damage to assets	a) Low b) Medium	a) Public liability Insurance for £10 million in place and council reviews cover annually. b) I Clerk maintains register of assets and inspects this asset 6 monthly and arranges maintenance. Insurance to cover value at £2938.98
	Village Hall	None	The Parish Council is only a Custodian Trustee of the Village Hall. The Village Hall Charity remains the beneficial occupier and owner of the property. As such the whole responsibility for the property, its upkeep and safe operation, risk assessments and all other matters is solely the responsibility of the Village hall Committee who are the Charity Trustees by law. The Parish Council has no responsibility to risk assess the Village Hall

	Laptop/Printer/Laminator **a)** Risk to third party through usage of assets. **b)** Risk to staff through usage of asset c) Damage to assets	a) Low b) Low c) Medium	a) This equipment will not be used by any members of the public b) The Clerk will follow HSE guidance on computer screen usage. c) The Clerk maintains register of assets and inspects laptop bi-monthly and arranges maintenance. Insurance to cover value at £349.00. The laptop has virus protection which is updated annually.
Theft/Fraud	a) Employee, councillor or member of the public defrauding/stealing from the council b) Loss of funding affecting the council activities	a)Medium b) Low	a) Council adheres to NALC Model Financial Regulations and reviews annually b) Clerk performs monthly bank reconciliation and non-signatory councillor to perform a 6 monthly financial check of cashbook and bank statements. Report any discrepancies to Chair immediately and full council as soon as possible. c) All cheques are double signed. d) Online banking payments require authorisation by two signatories. e) Cheque books kept safely, and no petty cash held f) 3-month contingency is maintained in bank to cover unexpected losses. g) All cheques are kept safely and banked within 3 working days h) Council insurance covers losses due to theft/fraud by employees and councillors i) The clerk prepares an annual budget and requests the precept based on the decision of the January council meeting. j) An annual internal audit is carried out by an independent and competent auditor and this process is reviewed annually by the Council

Misuse of Public Money	a) Inappropriate awarding of contracts	a) Medium	a) Contracts above £1500 are awarded via formal public tender following NALC model Financial Regulations.
	b) Poor value for money	b) Low	b) All expenditure between £100 and £1500 based on at least two and preferable 3 quotes obtained by the clerk and agreed at full council meeting.
	c) Poor budgetary controls	c) Low	c) Clerk prepares bi-monthly report on income, expenditure against budget headings and bank statement reconciliation for full council meetings. Clerk prepares report to full council prior to annual budget setting. Full council agree budget and precept.
	d) Illegal use of public money	d) Low	d)Record in the accounts of the precise powers under which expenditure is being approved.
	e) Non-payment of salaries and Inland Revenue	e) Low	e) Internal check confirms payments made and included in bi-monthly report to full council. Inland Revenue PAYE software to be used.
	f) Non-claiming VAT	f) Low	f) Diarised to claim annually and is checked by internal auditor annually.
Loss of Income	a) Non-receipt of precept	a) Low	a) Clerk writes to Shropshire Council requesting the precept immediately after the January meeting to set the precept.
	b) Loss of grants	b) Low	b) Clerk to diary claiming and reporting for regular grants and report to full council
	c) Inability to provide services	c) Low	c) 3-month contingency is maintained to support loss of income
Public Relations	a) Poor communication	a) Low	a) All agendas and minutes are published on both website and noticeboards. Communications with the public will be recorded and maintained by the clerk. All communications with the press are to be channelled via the chair or clerk to check legality.

	b) Biased decision-making	b) Medium	b) Members interests received at the beginning of each council meeting. NALC Code of Conduct will be reviewed at least bi-annually.
	c) Damage to third party as a consequence of the council providing services	c) Medium	c) Ensure any contractors used have public liability insurance. Council has public liability insurance.
Employees			**Employers Liability of £10 million Insurance reviewed annually**.
	a) Claim of unfair dismissal	a) Low	a) NALC Model contract to be used. Insurance includes Employers Liability and Personal Accident cover.
	b) Claim for workplace injury	b) Low	b) No moving or handling is undertaken. Follow Home Workers Guidance.
	c) Lone working	c) Low	c) All lone activities are carried out in daylight and worker carries mobile phone. Meetings with unknown members of the public to be notified to a councillor who notes venue and time.
Information			**Passwords are retained by the Clerk and the Chair only and are strong and unique.**
	a) Loss of council documents retained on the computer	a) Medium	a) All electronic documents are backed up to Microsoft One Drive which is password protected. The clerk will maintain a list of all records retained in accordance with the GDPR and review it annually.
	b) Loss of paper documents retained by the Clerk	b) Low	b) Paper documents are retained in accordance with NALC Retention of Documents Guidance. Records are stored in a locked filing cabinet or at Shropshire County Records Office. The clerk will maintain a list of all records retained in accordance with the GDPR and review it annually
	c) Misuse of records maintained on website	c) Medium	c) All records on website to be in PDF format and managed by Clerk. News items will be uploaded by either the Clerk and is password protected. The website is password protected

	d) Misuse of email information	d) Medium	and is compliant with website accessibility regulations (WCAG 1.2 AA standard) d) Emails are via gmail & are password protected. Gmail alerts for security risks, suspicious logins & unauthorized activity.
Use of Contractors	a) Claim for injury whilst working on contract b) Claim against Council for not awarding the contract fairly	a) Medium b) Low	a) Contractors to sign contract & agree health & safety arrangements before undertaking work. Evidence of Public Liability Insurance to be kept & updated during contract. b) Council to ensure tendering process is followed correctly.
Personal Data	a) Data Breach b) Non-compliance with General Data Protection Regulations (GDPR)	a) Low b) Low	a) Personal data held securely with password protected computers & locked filing cabinets. Personal data destroyed securely when no longer required in accordance with GDPR. b) Council is registered with the Information Commissioners Office and will renew annually. Council will comply with the requirements of the GDPR.
Infection Control	a) Transmission of infection to staff, councillors and public	a) Low	a) Follow government guidance on infectious disease precautions.