

Stanton Lacy Parish Council Risk Assessment

	Risks	Level	Action Required
Physical Assets owned by the council	<ul style="list-style-type: none"> a) Risk to third party through usage of assets. b) Damage to assets 	<ul style="list-style-type: none"> a) Low b) Low 	<ul style="list-style-type: none"> a) Public liability Insurance in place and council reviews cover annually. b) Clerk maintains register of assets and inspects assets bi-monthly and arranges maintenance.
Theft/Fraud	<ul style="list-style-type: none"> a) Employee, councillor or member of the public defrauding/stealing from the council b) Loss of funding affecting the council activities 	<ul style="list-style-type: none"> a) Medium b) Low 	<ul style="list-style-type: none"> a) Council adheres to NALC Model Financial Regulations and reviews annually b) Clerk performs monthly bank reconciliation and non-signatory councillor countersigns the bank statement quarterly c) All cheques are double signed. Clerk does not sign own salary cheque. d) Online banking payments require authorisation by two signatories. e) Cheque books kept safely and no petty cash held f) Reserve 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
Misuse of Public Money	<ul style="list-style-type: none"> a) Inappropriate awarding of contracts b) Poor value for money c) Poor budgetary controls d) Illegal use of public money e) Non-payment of salaries and Inland Revenue f) Non-claiming VAT 	<ul style="list-style-type: none"> a) Medium b) Low c) Low d) Low e) Low f) Low 	<ul style="list-style-type: none"> a) Contracts above £1500 are awarded via formal public tender following NALC model Financial Regulations. 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) Clerk prepares quarterly reports 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) Record in the accounts of the precise powers under which expenditure is being approved. e) Quarterly report to full council. f) Diarised to claim annually.
Loss of Income	<ul style="list-style-type: none"> a) Non-receipt of precept 	<ul style="list-style-type: none"> a) Low 	<ul style="list-style-type: none"> a) Clerk writes to Shropshire Council requesting the precept immediately after the meeting to set the precept.

	b) Loss of grants c) Inability to provide services	b) Low c) Low	b) Clerk to diary claiming and reporting for regular grants and report to full council c) Small contingency is maintained to support loss of income
Public Relations	a) Poor communication b) Biased decision-making c) Damage to third party as a consequence of council providing services	a) Low b) Medium c) Medium	a) All agendas and minutes are paginated and 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) Members interests, gifts and hospitality received recorded prior to each council meeting and an annual record maintained by the clerk. NALC Code of Conduct will be reviewed at least bi-annually. c) Ensure any contractors used have public liability insurance. Council has public liability insurance.
Employees	a) Claim of unfair dismissal b) Claim for workplace injury c) Lone working	a) Low b) Low c) Low	a) NALC Model contract is used. Insurance includes Employers Liability. b) No moving or handling is undertaken. Follow Home Workers Risk Assessment. 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 or family member who notes venue and time.
Website	a) Security	a) Low	a) Administration is password protected. Any confidential information will be password protected.
Information	a) Loss of council documents retained on computer	a) Medium	a) All documents are backed up to Microsoft One Drive.
Defibrillators	a) Claim against the council for misuse b) Claim against the council for in-operation c) Loss or damage to defibrillator and cabinet	a) Low b) Low c) Medium	a) IPAD2 is fully automatic and will not shock if not appropriate and West Midland Ambulance Service Insurance will cover all defibs logged with them b) All defibs will be bi- monthly and logged in record book and on WMids Ambulance Website c) All 3 defibs donated to the council.
Use of Contractors	a) Claim for injury whilst working on contract b) Claim against Council for not awarding the contract fairly	a) Medium a) Low	a) All contractors to sign contract and agree health and safety arrangements before undertaking work. Contract to conform to guidance from Shropshire Council. a) 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) All personal data is held securely with password protected computers and locked filing cabinets. Personal data will be destroyed securely when no longer required.

			b) Council is registered with the Information Commissioners Office and will renew annually. Council will comply with the requirements of the GDPR using the NALC toolkit
Infection Control	a) Transmission of infection to staff, councillors and public	a) Low	a) Members, Staff, and volunteers to follow government guidance. b) Handwashing facilities with soap and water in place following government guidance of 20 seconds c) Hand drying with paper towels. d) Gel sanitisers made available where hand washing not possible.
Lone Working	a) Assault, Injury, Verbal abuse, Physical abuse, Accident, Slips, trips and falls, not returning home at the end of the visit.	a) Low	a) Work except meetings and home working to take place during day light hours. Keep mobile phone on person. b) Ensure family/friends know expected time of return and who to call if not back. c) Meetings to be diaried with time and venue.

Reviewed 25^h May 2023

Next Review: May 2024