

**DIDDLEBURY PARISH COUNCIL**

**STRATEGIC & OPERATIONAL RISK ASSESSMENT – originally adopted 22nd February 2017**

**Reviewed and updated by the Council on 26<sup>th</sup> March 2025**

**GROUPED INTO SPECIFIC AREAS OF:**

- **Employee liability**
- **Finance**
- **Assets**
- **Public Liability**
- **Legal Liability & Councillor’s liability taking into account H & S issues**

<b><u>Activity</u></b>	<b><u>Potential Hazard</u></b>	<b><u>Severity</u> <u>1 - 5</u></b>	<b><u>Likelihood</u> <u>1 - 5</u></b>	<b><u>Risk</u> <u>Score</u></b>	<b><u>Control Measures to be adopted</u></b>
<b><u>Employee Liability</u></b> Clerk unable to attend meeting due to sickness, etc.	No deputy	5	2	2	SALC to be asked to provide a locum.
<b><u>Finance</u></b> (1) Insufficient funds	Unable to pay creditors/employees or fulfil commitments to local projects.	5	1	1	At the November meeting a Precept Budget is considered and finalised and adopted at the January meeting. The budget is monitored during the year. A Finance Report is presented by the Clerk/RFO at each meeting and the bank statement/cash book reconciliation is checked by councillors at the monthly meetings. Accounts are audited annually. It is not anticipated any insufficiency of funds will arise as a result of these control measures.
(2) No access to funds	Unable to pay creditors	5	1	2	At present five authorised signatories exist on the Parish Council's bank mandate – two signatures are needed on each cheque. If all Councillors resigned en masse, alternative signatories would be obtained through Shropshire Council.
(3) Over funded – i.e. too much Precept applied for.	Poor use of public money: Precept and accounts would be called in for a detailed	5	1	1	Precept Budget considered at two meetings (as above) and budget is monitored throughout the year, and bank balance is reported monthly.

	audit.				Accounts are audited annually. The Clerk/RFO and councillors are prudent when setting the Precept Requirement to ensure it covers only annual administration costs with a modest reserve for unseen contingencies or capital projects.
(4) Misappropriation of funds.	Loss of public money.	5	1	1	All cheques require two Councillors' signatures and no petty cash is held. All expenses are reclaimed monthly and are supported by receipts which the councillors examine and verify by signature. Precept and Grant income is received electronically from Shropshire Council, as is VAT reclaimed from HM Customs & Excise. The bank balance/cash book reconciliation is monitored monthly by Councillors and the Cash Book is available at each meeting for public inspection. Accounts are audited annually. Indemnity insurance is examined annually and considered adequate.
(5) Borrowing	Non-compliance with Borrowing Regulations.	1	1	1	No borrowing at present and none contemplated in the future.
<u>Assets</u> Maintenance of assets	Insurance claims Loss of public assets	3	2	1	The Clerk keeps a Register of Assets which is checked annually by the members. The council employs a contractor to carry out repairs to the council assets. The council insures, inspects and maintains the assets listed in the Register. The Council has assumed responsibility for the war memorial in Diddlebury.
	Loss of all the Council's records, Minutes, etc.	5	1	1	Clerk keeps all the Council's records at home. Minutes, Agendas and budgets are kept in the Clerk's computer which is backed-up daily to the Cloud, and in paper form in appropriate files. They are also on the website. Items subject to Data Protection Regulations are kept in a locked filing cabinet. By law six full years of records to be kept by the Clerk, after which records will be stored in County Archives.

<p><b><u>Public Liability</u></b> Public incurring accident on Parish Council owned or maintained land.</p>	<p>Claims against the Parish Council</p>	<p>2</p>	<p>2</p>	<p>1</p>	<p>The Parish Council maintains £10m worth of public liability insurance with BHIB Insurance. The policy is reviewed annually. The Parish Council owns no grounds/land. Maintenance around the parish is by independent contractors who provide their own public liability insurance. The Clerk keeps an Accident Book to record any accidents reported. There have been none to date.</p>
<p><b><u>Employer's Liability</u></b></p>	<p>(1) Non-compliance with PAYE &amp; HMRC regulations.</p>	<p>2</p>	<p>2</p>	<p>1</p>	<p>Parish Council is registered with HMRC/PAYE and appropriate records and accounts are kept. The Payroll is administered by Mrs D Malley and she submits the annual returns to HMRC and holds professional indemnity insurance. The Clerk pays the PAYE monthly by cheque. Records are audited annually. The Council has also enrolled as required with the Pensions Regulator.</p>
	<p>(2) Non-compliance with Employment Law resulting in a claim.  (3) Workplace Pension Scheme</p>	<p>2</p>	<p>2</p>	<p>1</p>	<p>Contract of Employment for Clerk is in place. Regular legal up-dates are received from NALC and Clerk has attended courses on this area of law.  The Clerk has nominated herself and Mrs Diane Malley, the payroll administrator, as the Contacts for the Workplace Pension Scheme, which will come into force for the Parish Council on 1st February 2017 and is reviewed annually. There are no employees who are eligible for the pension scheme.</p>
<p><b><u>Councillors Liability</u></b></p>	<p>(1) Legal action for defamation</p>	<p>3</p>	<p>2</p>	<p>1</p>	<p>Councillors are governed by Code of Conduct and Standing Orders. Councillors are protected to some extent via insurance. £750 is ring-fenced for legal expenses. Councillor's Interests forms are completed and lodged with the Monitoring Officer at Shropshire Council.</p>

					A Gifts & Hospitality Register is kept by the Clerk. (No entries to date).
	(2) Ensuring Parish Council activities are within legal framework.  (3) Ensuring compliance with the General Data Protection Regulations which come into force on 25 <sup>th</sup> May 2018	5	1	1	Standing Orders and Financial Regulations have been adopted and are reviewed annually ,by which Parish Council is bound. Spending powers are over-seen by the Clerk/RFO. Training courses are attended when identified or needed. All new Councillors are encouraged to attend training courses  The council is aware of these Regulations and is compliant with them.
<b><u>Legal Liability – Business Continuity</u></b>	Loss of Parish Office	4	1	1	The office is the Clerk's home. Alternative accommodation would be required in an emergency. If necessary, seek help from the Unitary Authority or SALC for accommodation.

**Note:** Should the Parish Council hold a significant public event, an individual risk assessment will be carried out.

**Key to**                      **Impact/effect**                      **Probability**

**Ratings:**

1	Little impact	Seldom occurs
2	Minimal impact	Could possibly occur
3	Medium impact	Likely to occur
4	Major impact	Almost certain to occur
5	Very Serious impact	Certain to occur

This Strategic & Operational Risk Assessment for 2017/2018 was Approved and Adopted by the Parish Council on 22nd February 2017 and was reviewed, updated and approved by the Parish Council on 26<sup>th</sup> March 2025

*David Hedgley*

SIGNED BY THE CHAIRMAN -----

David Hedgley