

**WILPSHIRE PARISH COUNCIL RISK ASSESSMENT 17 MARCH 2021****+ Agreed with 2 additions****Lengthsman to check benches and Cyber Security****INSURANCE RISK**

<b>RISK DESCRIPTION</b>	<b>MEASURES TAKEN</b>	<b>RECOMMENDATIONS/CONTROLS</b>
Damage to third party property or individuals	Public Liability	Public and products liability Insured up to £10,000,000
Council Property - paperwork	All Risk Insurance/stored securely	Annual check on insurance cover (RFO) September
Play Equipment	Weekly lengthsman Check/Annual external check	Weekly by the lengthsman External engineering check takes place between January and June
Council Benches	Ad hoc check and repaired when required	Ask lengthsman to check monthly. Add to lengthsman duties
Insolvency of Insurance Company	Policy with large insurer through brokerage	Annual insurance review
Loss through theft/dishonesty	Fidelity Insurance	Included in Aviva policy £250,000
Personal Accident to Officers/Councillors	Insurance	Included in Aviva policy officials indemnity £500,000
Libel and slander	Insurance	Included in Aviva policy £250,000

**OUTSIDE RISK**

<b>RISK DESCRIPTION</b>	<b>MEASURES TAKEN</b>	<b>RECOMMENDATIONS/CONTROLS</b>
Changes to legislation	Member of LALC	Advice received from LALC. Training is encouraged for members and clerk
Contractors working on Council property	All relevant insurances to be requested by Council	Full Council to ensure all relevant documentation has been requested and received

#### **SELF MANAGED RISK**

<b>RISK DESCRIPTION</b>	<b>MEASURES TAKEN</b>	<b>RECOMMENDATIONS/CONTROLS</b>
Recording of Members' Interest	Forms sent to Borough Council and will be available on website	Reviewed after each election and as necessary
Completion of Code of Conduct	Filed in filing cabinet	Reviewed after election
Completion of Acceptance of Office	Filed in filing cabinet	Reviewed after election
Correct completion of financial records	Internal Audit completed once a year/external audit completed once a year	All recommendations followed

Banking Arrangements	Internal Audit completed once a year/external audit completed once a year  Two signatories to sign all cheques and initial stubs	Reconciliation to bank statements
Computer Hardware, Website and Software	Clerks own computer	
Cyber Security	Anti Virus ware on computer	Clerk to look at cyber security and report to Council of ways to protect data.
VAT and Customs and Excise requirements are met	Internal Audit completed once a year/external audit completed once a year	VAT claimed back annually. HMRC up to date payments sent in respect of Clerk's tax due.
Annual Precept is adequate	Council assess financial requirements for the following year	Budget set annually
All Business activities are within the relevant law	Full Council	Internal Audit completed once a year/external audit completed once a year
<b>RISK DESCRIPTION</b>	<b>MEASURES TAKEN</b>	<b>RECOMMENDATIONS/CONTROLS</b>
S137 Funds are properly used	Full Council and Finance and General Purposes Committee	Internal Audit completed twice a year/external audit completed once a year
Minute and Agenda Production	Produced by Clerk to give 3 clear days notice and copies Agenda placed on Noticeboard and website; minutes on website	

GDPR Protection of sensitive data	Data with personal details will only be kept for as long as it is required. Emails with personal addresses should not be forwarded to others. Data kept in a locked cupboard/drawer	GDPR policy has been produced and is on the Council's website.
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17 MARCH 2021  
To be reviewed: MARCH 2022