

Risk ID	Area of Responsibility	Topic	Risk	Impact	Likelihood	Total risk rating	Mitigation/Prevention/Contingency	Risk Owner	Review	Official Requirement	Duty	Act	Race	Crime	Insurance Statutory	Insurance Optional	Health And Safety	Added	Last Reviewed	Review notes - January 2012
1	Allotments	Maintenance of Allotment Register and agreements	(a) There is a risk that the register of allotment holders will not be maintained and inadequate records kept; (b) There is a risk that a completed agreement will not be on file for every allotment holder	Low	Unlikely	5	Clerk to maintain proper register ensuring all amendments promptly recorded. Ensure agreement completed and signed by all parties prior to occupation. Review agreement periodically to ensure adequacy of conditions.	Clerk	Annually	To maintain up to date and accurate records	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	No	n/a		No	05/02/2009	Jan-12	
2	Allotments	Regular review of rents and charges at allotments	There is a risk that rents will not be reviewed regularly leading to a shortfall in income	Medium	Unlikely	5	Review allotment rents and charges annually as an integral part of the annual budget process - June	Clerk	Annually	To maintain effective financial control.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	No			No	05/02/2009	Jan-12	
3	Allotments	Failure to collect rents & charges	There is a risk that rents will not be collected and banked as required.	Medium	Possible	25	Clerk responsible for collection and banking - diary entry by Clerk for September invoicing. Act in accordance with operations manual. Maintain proper records of income received and banked.	Clerk	Quarterly	To maintain effective financial control.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	Yes	Fidelity	Theft	No	05/02/2009	Jan-12	
4	Allotments	Security/Vandalism	There is a risk that the security of the site will be at risk of vandalism and theft.	Medium	Very likely	125	Clerk to liaise with plot holders regularly to discuss security issues and review necessary action annually at time of rent review. Ensure any theft and vandalism is reported to the police. Attempt to ascertain offenders. Instigate legal action against perpetrators where appropriate.	Clerk/Allotments cllr	As and when	To maintain security/prevent vandalism	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	Yes	Public liability	Theft & Damage	Yes	05/02/2009	Jan-12	
5	Allotments	Unoccupied Plots	There is a risk that plots will become unoccupied long term	Medium	Unlikely	5	Maintenance of waiting list. Regular reports in local free press. Contact details on notice boards. Maintenance of communal areas	Clerk/Allotments cllr	Annually	To follow lettings policy.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	No	Public liability		Yes	Added 31/01/2010	Jan-12	
6	Allotments	Accumulation of rubbish	There is a risk that acceptable standards for site will not be maintained with the potential for an accumulation of rubbish	Low	Possible	5	Enforce conditions of tenancy agreement. Consider provision of skip facility where necessary following regular inspections by Parish Council cllr responsible. Periodical site inspection by cllr	Clerk/Allotments cllr	Annually	Periodical site inspection.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950		Yes	Public liability		Yes	Added 31/01/2010	Jan-12	
7	Allotments	Dumping/Hazardous substances	There is a risk of Dumping of Hazardous substances	High	Possible	125	Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Clerk/Allotments cllr	Every six months	Ensure that inspection timetable is adhered to.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	Yes	Employers/Public liability		Yes	Added 31/01/2010	Jan-12	
8	Allotments	Personal injury	There is a risk of personal injury on site	Medium	Unlikely	5	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment.	Clerk/allotments cllr	Annually	Ensure that effective arrangements are in place to minimize risk.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No		Employers/Public liability		Yes	Added 31/01/2010	Jan-12	
9	Allotments	Bonfires	There is a risk of danger arising from bonfires	Medium	Unlikely	5	Enforce conditions of tenancy agreement. Liaise with plot holders	Clerk/Allotments cllr	Annually	To minimize fire risk	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	Yes	Public liability	Damage	Yes	Added 31/01/2010	Jan-12	
10	Allotments	Provision of adequate insurance cover	There is a risk that the council is not fully protected against mandatory and other risks due to the lack of adequate insurance cover	High	Unlikely	25	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Clerk/Allotments cllr	Annually	Annual insurance review.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	Yes	Employers/Public liability		Yes	Added 31/01/2010	Jan-12	
11	Allotments	Loss / Damage to water supply	There is a risk that there will be a loss of an adequate water supply causing loss/damage	Low	Possible	5	Ensure that system is in place to report and rectify all faults.	Clerk/Allotments cllr	As and when	As necessary to maintain water supply and eliminate waste.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950		No	Public liability	Damage	Yes	Added 31/01/2010	Jan-12	
12	Allotments	Vermin	There is a risk that vermin will cause damage and become a threat to health	Medium	Possible	25	Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems.	Clerk/Allotments Cllr	As and when	To implement effective control of vermin	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	Yes	Public liability		Yes	Added 31/01/2010	Jan-12	
13	Allotments	Untidy Plots	The is a risk that plots will become untidy and not maintained	Medium	Possible	25	Agree minimum requirements and ensure included within tenancy agreement. Enforce requirements of tenancy agreement. Carry out periodical site visits. Notify Allotment holder of problem & serve notice where necessary.	Clerk/Allotments cllr	Every six months	Arrange periodical site inspection.	Powers to provide allotments. Duty to provide allotment gardens if demand unsatisfied	s 23, 26 and 42 - Small Holdings & Allotments Act 1908 s 9 Allotments Act 1950	No	Yes	Public liability		No	Added 31/01/2010	Jan-12	
36	Environment - Bus Shelters	Absence of Highway Authority Licence.	There is a risk that the PC does not have all necessary licences	Medium	Unlikely	5	Maintain register of licence requirements. Carry out periodical review..	Clerk	Annually	To maintain up to date and accurate records	Power to provide and maintain shelters	s 4 - Local Government (Miscellaneous Provisions) Act 1953					No	Added 31/01/2010	Jan-12	
37	Environment - Bus Shelters	Provision of adequate insurance cover	There is a risk that the council does not have adequate insurance cover	High	Unlikely	25	Ensure that Insurance and all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Clerk	Annually	Annual insurance review.	Power to provide and maintain shelters	s 4 - Local Government (Miscellaneous Provisions) Act 1953		Yes	Public liability		No	Added 31/01/2010	Jan-12	
38	Environment - Bus Shelters	Design & Position	There is a risk that the design and position of any bus shelters will not meet council standards impacting on appearance of the council.	Medium	Possible	25	Ensure that design of all shelters is in keeping with architectural values of the council. Ensure that shelters are properly sited.	Clerk/Environment cllr	As and when	To meet council standards.	Power to provide and maintain shelters	s 4 - Local Government (Miscellaneous Provisions) Act 1953			Public liability		Yes	Added 31/01/2010	Jan-12	
39	Environment - Bus Shelters	Cleaning of Bus Shelters	There is a risk that bus shelters will not be regularly inspected, maintained and cleaned	Low	Unlikely	5	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Define responsibility and standards for regular cleaning. Carry out	Clerk/Environment cllr	Monthly	Provide for regular cleaning and inspection.	Power to provide and maintain shelters	s 4 - Local Government (Miscellaneous Provisions) Act 1953	No	Yes	Employers/Public liability		Yes	Added 31/01/2010	Jan-12	
40	Environment - Bus Shelters	Vandalism	There is a risk of vandalism to bus shelters	Medium	Possible	25	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Clerk/Environment cllr	Weekly	Arrange regular site inspection.	Power to provide and maintain shelters	s 4 - Local Government (Miscellaneous Provisions) Act 1953	Yes	Yes	Public liability	Damage	Yes	Added 31/01/2010	Jan-12	
41	Bye Laws	Failure to maintain register	There is a risk that there will be a failure to maintain a comprehensive register of all byelaws	Medium	Unlikely	5	Ensure that the register is up to date and properly maintained. Diary entry by clerk for review	Clerk	Annually	To maintain up to date and accurate records	Power to make bye-laws in regard to Cycle Parks Baths and Washhouses	s 164 - Public Health Act 1875 pleasure grounds Road Traffic Regulation Act 1984,s.57(7)					No	05/02/2009	Jan-12	
50	Burial Ground	Maintenance of burial ground including grass cutting.	To ensure that the burial ground is properly maintained	Low	Possible	5	Define responsibility and standards for maintenance and ensure that a planned programme is in place. Ensure that any contracts are properly signed and sealed. Maintain adequate records of maintenance.	Clerk/Burial Ground cllr	Monthly	Ensure that effective maintenance arrangements are in place.	Power to provide	s 214(2) Local Government Act 1972			Public/employers liability		No	05/02/2009	Jan-12	
51	Burial Ground	Failure to review charges	There is a risk that charges will not be reviewed regularly leading to a loss of income	Medium	Unlikely	5	Ensure that all charges are reviewed annually as an integral part of the budgetary process. Review burial ground regulations. Diary entry by Clerk to review annually	Clerk	Annually	To implement effective financial control.	Power to provide	s 214(2) Local Government Act 1972					No	05/02/2009	Jan-12	
52	Burial Ground	Personal injury	There is a risk of personal injury when using the burial ground	Medium	Possible	25	Regular inspections and maintenance.	Clerk/Burial Ground cllr	Annually	Ensure that effective arrangements are in place to minimize risk.	Power to provide	s 214(2) Local Government Act 1972			Employers/Public/Fidelity		Yes	Added 31/01/2010	Jan-12	
53	Burial Ground	Failure to collect charges	There is a risk that charges will not be collected and banked leading to a loss of income	Medium	Unlikely	5	Define responsibility for collection and prompt banking of burial ground income. Prepare debtor accounts promptly. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received.	Clerk	Annually	To implement effective financial control.	Power to provide	s 214(2) Local Government Act 1972		Yes	Fidelity	Theft	Yes	05/02/2009	Jan-12	
54	Burial Ground	Failure of Water Supply	There is a risk of failure to the water supply	Low	Possible	5	Ensure that all damage to water supply is promptly reported and dealt with. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.	Clerk	As and when	To minimize risk arising from service damage/failure	Power to provide	s 214(2) Local Government Act 1972			Employers/Public liability	Damage	Yes	05/02/2009	Jan-12	
55	Burial Ground	Vandalism	There is a risk of vandalism to the burial ground	Medium	Possible	25	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Clerk/Burial Ground cllr	Monthly	Ensure that effective security arrangements are in place.	Power to provide	s 214(2) Local Government Act 1972	Yes	Yes	Employers/Public liability	Damage & Theft	Yes	Added 31/01/2010	Jan-12	
56	Burial Ground	Headstone safety survey	There is a risk of injury from unsafe headstones	High	Unlikely	25	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure users are aware of any danger	Clerk/Burial Ground cllr	Every six months	Ensure that effective arrangements are in place to minimize risk.	Power to provide	s 214(2) Local Government Act 1972		Yes	Employers/Public liability		Yes	05/02/2009	Jan-12	
57	Burial Ground	Dog fouling	There is a risk of dogs fouling in the area and not being cleaned up	Medium	Possible	25	Provide bags/receptacles for dog waste. Ensure appropriate signs in place.	Clerk/Burial Ground cllr	Quarterly	To ensure that proper and effective controls are in place.	Power to provide	s 214(2) Local Government Act 1972		Yes	Employers/Public liability	Other	Yes	Added 31/01/2010	Jan-12	
71	Administration: Code of Conduct	Failure to maintain /Update Register of Interests/Gifts	There is a risk of failure to maintain/update Register of Interests/Gifts	High	Unlikely	25	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Clerk/all cllrs	Quarterly	To maintain accurate and up to date records	Duty to adopt a code of conduct. Power to accept	p 3- Local Government Act 2000 s 139 - Local Government Act 1972					No	05/02/2009	Jan-12	

72	Rights of Way	Inadequate maintenance of footpaths & bridle paths	There is a risk of inadequate maintenance of footpaths & bridle paths	Medium	Possible	25	Define responsibility for and ensure maintenance is carried out in accordance with planned programme. Arrange provision for urgent/emergency work. Ensure that any contracts are complete. Arrange for periodical inspection and report.	Clerk/Rights of Way clr	Monthly	Ensure that effective maintenance arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908						Added 31/01/2010	Jan-12
73	Rights of Way	Personal Injury	There is a risk of personal injury when using the rights of way	Medium	Unlikely	5	Ensure that gates, fences, hedges etc. are properly maintained. Ensure that recognised paths & walkways are properly maintained. Ensure that periodic inspection is carried out.	Clerk/Rights of Way clr	Monthly	Ensure that effective controls are in place to minimize risk of personal injury.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Public liability	Yes			Added 31/01/2010	Jan-12
74	Environment	Grass cutting/mowing	There is a risk to the Council if effective maintenance of the environment (grass cutting) is not carried out	Medium	Possible	25	Ensure that grass cutting is subject to tender bids. Enforce conditions of contract. Inspect contractor's insurance documentation. Review contracts annually. Ensure regular	Clerk/Environment clr	Monthly	Ensure that effective maintenance arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Public/employers liability	Yes			05/02/2009	Jan-12
75	Environment	Weed control	There is a risk of poor weed control	Low	Possible	5	Ensure that weed control is carried out annually as planned. Arrange physical inspection of area(s) and report on effectiveness. Ensure proper control of hazardous substances.	Clerk/Environment clr	Quarterly	Ensure that effective inspection and control arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908						Added 31/01/2010	Jan-12
76	Environment	Dumping of Rubbish/Hazardous waste	There is a risk of dumping of Hazardous substances/rubbish	Medium	Possible	25	Define responsibility for security/control of hazardous waste. Consider policing role and maintain liaison with local enforcement agencies. Arrange periodic inspection of land and report. Ensure that appropriate signage is in place. Enforce regulations/byelaws	Clerk/Environment clr	Quarterly	Ensure that effective inspection/maintenance arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908	Yes	Public/employers liability	Other	Yes		Added 31/01/2010	Jan-12
77	Environment	Vandalism	There is a risk of vandalism to the local environment	Medium	Possible	25	Arrange regular inspection. Maintain liaison with enforcement agency. Instigate legal action against perpetrators where possible.	Clerk/Environment clr	Monthly	To ensure effective security arrangements in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture. Power to acquire by agreement, to appropriate, to dispose of land. Power to accept gifts of land	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908. s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972	Yes		Yes		Added 31/01/2010	Jan-12	
78	Environment	Inadequate maintenance of fences and boundaries	There is a risk of fences and boundaries which are the responsibility of the PC, not being maintained	Low	Possible	5	Define responsibility and ensure that maintenance is carried out in accordance with a planned programme. Ensure that any contracts for maintenance work are complete. Ensure that adequate provision is made for urgent repairs	Clerk/Rights of Way clr/Environment clr	Monthly	Ensure that effective maintenance arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Employers/Public liability	Yes		05/02/2009	Jan-12	
79	Environment	Inadequate maintenance of trees & hedges	There is a risk of trees and hedges which are the responsibility of the PC, not being maintained	Low	Possible	5	Define responsibility and ensure that maintenance is carried out in accordance with a planned programme. Ensure that any contracts for maintenance work are complete. Ensure that adequate provision is made for urgent repairs.	Clerk/Rights of Way clr/Environment clr	Monthly	Ensure that effective maintenance arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Employers/Public liability	Yes		05/02/2009	Jan-12	
80	Environment	Inadequate maintenance of signs	There is a risk that all signs will not be properly maintained.	Medium	Unlikely	5	Define list of signs and define responsibility for maintenance. Arrange periodical inspection. Arrange for any necessary work.	Clerk/Environment clr	Annually	Ensure that effective maintenance arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Employers/Public liability	Yes		05/02/2009	Jan-12	
81	Environment	Poor Drainage	There is a risk of poor drainage on PC controlled common land	Medium	Unlikely	5	Define responsibility for drainage. Arrange periodical inspection and report. Ensure any contracts properly completed. Provide for emergency/urgent work.	Clerk/Environment clr	Annually	Ensure that effective maintenance arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Employers/Public liability	Yes		Added 31/01/2010	Jan-12	
82	Environment	Uncontrolled/unauthorised usage	There is a risk that common land will be used in an uncontrolled/unauthorised way	Medium	Possible	25	Ensure that grazing etc. is carried out only in accordance with council policy. Ensure that a signed agreement is in place for all Ensure that recreational use is restricted to approved activity.	Clerk/Environment clr	Annually	To control use of council facilities.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Employers/Public liability	Yes		Added 31/01/2010	Jan-12	
83	Environment	Overgrazing	There is a risk that common land will be overgrazed	Low	Unlikely	5	Arrange regular site inspections. Enforce conditions of grazing agreement. Take appropriate action against unauthorised grazing.	Clerk/Environment clr	Annually	Ensure that effective inspection and control arrangements are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Employers/Public liability			Added 31/01/2010	Jan-12	
84	Environment	Failure to review charges	There is a risk that charges will not be reviewed regularly leading to a loss of income	Low	Unlikely	5	Ensure annual review of all charges as an integral part of the budgetary process.	Clerk/Environment clr	Annually	To maintain effective financial control	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908					Added 31/01/2010	Jan-12	
85	Environment	Agreements with users not in place.	There is a risk that agreements for use of common land will not be in place	Medium	Possible	25	Ensure completed and signed agreement as a prerequisite of access to land. Enforce conditions of agreement.	Clerk	Annually	To maintain effective control and complete, up to date records	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908					Added 31/01/2010	Jan-12	
86	Environment	Provision of adequate insurance cover	There is a risk that the Council will not have adequate insurance cover for the use of common land	Medium	Unlikely	5	Carry out annual review. Ensure all risks are identified. Ensure that appropriate insurance cover is held to protect the council.	Clerk	Annually	Annual insurance review.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908		Employers/Public/Identity	all		Added 31/01/2010	Jan-12	
87	Environment	Dog fouling	There is a risk of dogs fouling in the area and not being cleaned up	Low	Possible	5	Ensure appropriate signage in place. Provide bags/receptacles for dog waste. Enforce dog fouling laws.	Clerk/Environment clr	Annually	To ensure that proper and effective controls are in place.	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	s 8 (4), s.34 - Enclosure Act 1845; Local Government Act 1894, Smallholdings and Allotments Act 1908	Yes	Employers/Public liability	Yes		Added 31/01/2010	Jan-12	
104	Administration: Computing	Loss arising from theft/misappropriation	There is a risk that the computer used by the Clerk for PC business will be lost/stolen	High	Unlikely	25	Clerk to have responsibility for security of equipment. Keep data backups and store in separate place	Clerk	As and when	Ensure that effective security arrangements are in place.	Power to facilitate discharge of any function	s.111 - Local Government Act 1972		Theft			05/02/2009	Jan-12	
105	Administration: Computing	Loss/damage arising from unauthorised use.	There is a risk that the computer used by the Clerk for PC business will be used by unauthorised personnel	Medium	Unlikely	5	Restrict access through use of controlled passwords. Programme periodic password change and ensure 2 people are aware. Maintain physical security of computer and site.	Clerk	Monthly	Ensure that effective security arrangements are in place.	Power to facilitate discharge of any function	s.111 - Local Government Act 1972					05/02/2009	Jan-12	
106	Administration: Computing	Crash of IT System	There is a risk that the computer used by the Clerk for PC business will crash leading to loss of records	High	Possible	125	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Clerk	Weekly	To have effective controls in place.	Power to facilitate discharge of any function	s.111 - Local Government Act 1972	No	No	Damage	Yes		05/02/2009	Jan-12
107	Administration: Computing	Data Protection - Registration & compliance	There is a risk that Data Protection will be contravened	High	Unlikely	25	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data. Ensure that personnel are aware of compliance requirements. Arrange necessary training.	Clerk	Daily	To ensure statutory requirements are met.	Power to facilitate discharge of any function. Duty of Notification and Duty to Disclose (subject access)	s.111 - Local Government Act 1972. Data Protection Act 1998	No	No		No		05/02/2009	Jan-12
108	Administration: Council Meetings	Failure to meet statutory duty	There is a risk that the council will fail to meet statutory duties	High	Unlikely	25	Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings. Arrange signing by chairman	Clerk	Monthly	To meet all statutory requirements and maintain effective administration								05/02/2009	Jan-12
109	Administration: Council Meetings	Access; Disability & Discrimination Act	There is a risk that access to the council will not be available to all	Medium	Unlikely	5	Ensure that access is available to all. Have regard to provisions for Disablement & Disability. Set aside specific area for Press & Public. Ensure that all conditions of the Disability Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Clerk	Monthly	To meet all statutory requirements and maintain effective administration		s12 Local Government Act 1972						Added 31/01/2010	Jan-12
110	Administration: Council Meetings	Security	There is a risk of security breaches	High	Unlikely	25	Define policy for security of staff, councillors, premises and equipment. Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Clerk	Monthly	To ensure that effective security arrangements are in place.								Added 31/01/2010	Jan-12
111	Administration: Council Meetings	Personal Injury	There is a risk of personal injury at council meetings	Medium	Unlikely	5	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to clrs, councillors & public. Ensure that defined standards are being maintained. Ensure that, where	Clerk	Monthly	Ensure that effective arrangements are in place to minimize risk.								Added 31/01/2010	Jan-12
112	Administration: Council Property and Documents	Loss of assets	There is a risk of theft/misappropriation of assets.	High	Possible	125	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Clerk	Annually	Ensure that effective security arrangements are in place.	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	No	No	Theft	No		Added 31/01/2010	Jan-12
113	Administration: Council Property and Documents	Legal Liability as a result of Asset Ownership	There is a risk of legal liability claims.	High	Unlikely	25	Ensure that adequate Public Liability Insurance is in place.	Clerk	Annually	Ensure that proper insurance cover is held	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	No	No	Public liability			Added 31/01/2010	Jan-12

114	Administration: Council Property and Documents	Failure to effectively process documents	There is a risk that document control will not take place	High	Unlikely	25	Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing.	Clerk/Chairman	Daily	To ensure efficient administration	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	No	No	Public liability	No	05/02/2009	Jan-12		
140	Environment: Drainage - Ponds and ditches	Maintenance of ditches & drains	There is a risk that drains and ditches will not be maintained leading to poor drainage	Medium	Possible	25	Define responsibility for maintenance. Ensure that appropriate arrangements are in place to deal with any council responsibility.	Clerk/Environment clr	Monthly	To minimize public health hazard	Power to deal with ponds and ditches	s 260 - Public Health Act 1936					Added 31/01/2010	Jan-12		
141	Environment: Drainage - Ponds and ditches	Flooding	There is a risk of flooding leading to damage	High	Possible	125	Define responsibility for dealing with floods. Ensure that effective arrangements are in place to deal with any council responsibility.	Clerk/Environment clr	Annually	Ensure that effective maintenance arrangements are in place.	Power to deal with ponds and ditches	s 260 - Public Health Act 1936				Yes	Added 31/01/2010	Jan-12		
142	Environment: Drainage - Ponds and ditches	Vermin	There is a risk of vermin becoming an issue as a result of poor drainage	Medium	Unlikely	25	Allocate responsibility for dealing with vermin. Where appropriate ensure proper contract in place.	Clerk/Environment clr	Every six months	To minimize public health hazard	Power to deal with ponds and ditches	s 260 - Public Health Act 1936					Added 31/01/2010	Jan-12		
143	Environment: Drainage - Ponds and ditches	Inadequate budget provision	There is a risk that inadequate budget provision will be made re. drainage/flooding etc	High	Unlikely	25	Review service provision as integral part of Budget process	Clerk	Annually	To have effective financial controls in place.	Power to deal with ponds and ditches	s 260 - Public Health Act 1936					Added 31/01/2010	Jan-12		
144	Environment: Drainage - Ponds and ditches	Agreements with Internal Drainage Boards re discharge	There is a risk that proper arrangements with drainage boards etc will not be in place	Medium	Unlikely	25	Ensure that proper Drainage Board agreements are in place. Arrange for periodical review.	Clerk	Annually	To ensure efficient administration.	Power to deal with ponds and ditches	s 260 - Public Health Act 1936					Added 31/01/2010	Jan-12		
145	Administration: Employment of Staff	Lack of Training	There is a risk that the Clerk will lack the necessary training in order to complete their functions	Medium	Possible	25	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc. Encourage staff to network with other Clerks in the area.	Clerk/Chairman	Annually	To have training programme in place.	Duty to Appoint	s112 Local Government Act 1972				No	Added 31/01/2010	Jan-12		
146	Administration: Employment of Staff	Lack of motivation/efficiency of Clerk	There is a risk that the Clerk will lack motivation/efficiency	Medium	Possible	25	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Clerk/Chairman	Annually	To retain staff	Duty to Appoint	s112 Local Government Act 1972			Employers liability	No	Added 31/01/2010	Jan-12		
147	Administration: Employment of Staff	Inability to retain Clerk	There is a risk that the Council will not be able to retain a Clerk	High	Unlikely	25	Regular Staff Appraisals and training. Complete exit questionnaire.	Chairman	Annually	To retain staff	Duty to Appoint	s112 Local Government Act 1972		No	Employers liability	No	Added 31/01/2010	Jan-12		
148	Administration: Employment of Staff	Failure to comply with Employment Law	There is a risk that the council will not comply with employment law	High	Unlikely	25	Issue contracts of employment to all employees. Arrange annual review of Staff Contracts of Employment. Awareness of new legislation. Arrange the necessary training to fulfil requirements	Clerk/Chairman	Annually	To meet statutory responsibility	Duty to Appoint	s112 Local Government Act 1972	Yes	Yes	Employers liability	Yes	Added 31/01/2010	Jan-12		
149	Administration: Employment of Staff	Inability to recruit	There is a risk that the Council will not be able to recruit a Clerk	High	Unlikely	25	Review recruitment policy.	Chairman	As and when	To recruit and retain staff.	Duty to Appoint	s112 Local Government Act 1972	Yes	No	Public liability	Yes	Added 31/01/2010	Jan-12		
150	Administration: Employment of Staff	Loss of Clerk	There is a risk that the Clerk will leave their role	High	Possible	125	Ensure procedures for key functions are documented. Accurate operations manual in place.	Chairman	Quarterly	To ensure effective arrangements in place	Duty to Appoint	s112 Local Government Act 1972	Yes	No	Fidelity	Other	No	05/02/2009	Jan-12	
167	Administration: Financial Management	Incurring expenditure without proper legal authority.	There is a risk that expenditure will be incurred without proper authority	High	Unlikely	25	Record in minutes powers under which expenditure is being approved.	Clerk	Monthly	To ensure all expenditure is intra vires	Duty to ensure responsibility for financial affairs	s 151 LGA 1972					Added 31/01/2010	Jan-12		
168	Administration: Financial Management	Failure to maintain record of council assets.	There is a risk of failure to maintain adequate records.	High	Unlikely	25	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Clerk	Annually	To ensure efficient administration.	Duty to ensure responsibility for financial affairs	s 151 LGA 1972			Public liability		Added 31/01/2010	Jan-12		
169	Administration: Financial Management	Poor Financial Management	There is a risk to the Council from poor financial management	High	Unlikely	25	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal control system.	Clerk/Chairman	Monthly	To have effective financial controls in place.	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	No	No			No	05/02/2009	Jan-12	
170	Administration: Financial Management	Failure to maintain an effective payments system.	There is a risk of loss to the Council from failure to maintain an effective payments system	High	Unlikely	25	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be recorded in minutes.	Clerk/Chairman	Monthly	To have effective financial controls in place.	Duty to ensure responsibility for financial affairs	s 151 LGA 1972			Public liability	Theft		Added 31/01/2010	Jan-12	
171	Administration: Financial Management	Failure to keep proper financial records	There is a risk to the council from failure to keep proper financial records	High	Unlikely	25	Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective internal control system. Monthly review of all transactions and expenditure.	Clerk/Chairman	Monthly	To maintain effective financial administration/control.	Duty to ensure responsibility for financial affairs	s 151 LGA 1972		No	Public liability		No	05/02/2009	Jan-12	
172	Administration: Financial Management	Failure to set a precept within sound budgeting arrangements	There is a risk to the Council from failing to set a precept within sound budgeting arrangements	High	Unlikely	25	Determine responsibility of clerk/council. Ensure that presentation to council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income. Clerk to make diary entry to ensure precept submitted.	Clerk	Annually	To maintain effective financial administration/control.	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	No	No	Public liability		No	05/02/2009	Jan-12	
174	Administration: Financial Management	Failure to comply with Customs & Excise Regulations	There is a risk to the Council from failing to comply with Customs and Excise Regulations, e.g. VAT	High	Unlikely	25	Ensure that VAT is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded. Complete and submit VAT claims promptly. Monthly review and clerk to log quarterly/half yearly diary entries	Clerk	Quarterly	To maintain effective financial administration/control.	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	No	No	Fidelity		No	05/02/2009	Jan-12	
175	Administration: Financial Management	Failure to ensure proper use of funds under specific powers / S137	There is a risk to the Council from failing to ensure proper use of funds	High	Unlikely	25	Ensure that all expenditure under section 137 is separately recorded in the cashbook. Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that Council agree to expenditure in advance. Ensure that all grant applications are complete and fully supported prior to submission. One-step process for all grant applications.	Clerk	Monthly	To maintain effective financial administration/control.	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	No	No			No	05/02/2009	Jan-12	
176	Administration: Financial Management	Failure to comply with Inland Revenue Regulations	There is a risk to the Council from failing to comply with Inland Revenue	High	Unlikely	25	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay. Regular returns to Inland Revenue; prepared by the Clerk. Arrange prompt payment of all sums due.	Clerk	Quarterly	To maintain effective financial administration/control.	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	No	Yes			No	Added 31/01/2010	Jan-12	
177	Administration: Investments	Financial Loss i.e. theft	There is a risk to the council from financial loss, e.g. Theft	High	Unlikely	25	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members.	Clerk/Chairman	Monthly	To maintain effective financial administration/control.	Power to participate in schemes of collective investment	s 11 - Trustee Investments Act 1961						05/02/2009	Jan-12	
178	Administration: Investments	Inappropriate investment	There is a risk to the Council from investing funds inappropriately	High	Unlikely	25	Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council	Clerk	Monthly	To maintain effective financial administration/control.	Power to participate in schemes of collective investment	s 11 - Trustee Investments Act 1961						Added 31/01/2010	Jan-12	
179	Administration: Investments	Failure to review interest rates etc.	There is a risk to the Council of not maximising return on investments through failing to review interest rates etc	Medium	Unlikely	25	Determine policy and responsibility for investment of council funds annually. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit. Minute reasons for change or no change. Ensure diary and agenda entry by Clerk	Clerk	Monthly	To maintain effective financial administration/control.	Power to participate in schemes of collective investment	s 11 - Trustee Investments Act 1961						05/02/2009	Jan-12	
180	Administration: Investments	Maintenance of Investment Register	There is a risk to the council from failing to maintain a register of Investments	High	Unlikely	25	Determine responsibility for maintenance of investment register. Maintain effective internal audit.	Clerk	Monthly	To maintain effective financial administration/control.	Power to participate in schemes of collective investment	s 11 - Trustee Investments Act 1961						05/02/2009	Jan-12	
181	Council Property: Land	Maintenance of fences, hedges, gates, footpaths etc.	There is a risk to the council from failing to ensure proper maintenance of council owned assets, e.g. fences, gates, footpaths, etc	Medium	Unlikely	25	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out.	Clerk/Council Property clr	Quarterly	Ensure that effective maintenance arrangements are in place.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972			Public liability	Yes	Added 31/01/2010	Jan-12		
182	Environment: Land	Unauthorised access/trespass	There is a risk of loss to the Council from failing to secure Council owned assets resulting in trespass	Medium	Possible	25	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.	Clerk/Council Property clr	Annually	Ensure that effective security arrangements are in place.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972			Public liability	Yes	Added 31/01/2010	Jan-12		

183	Environment: Land	Maintenance of land	There is a risk to the Council that council owned land is not properly maintained	Medium	Unlikely	5	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out.	Clerk/Environment clr/Pocket park Clr	Annually	Ensure that effective maintenance arrangements are in place.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972							Added 31/01/2010	Jan-12	
184	Environment	Fly tipping	There is a risk to the Council associated with the unauthorised dumping of rubbish.	Medium	Possible	25	Define policy/responsibility. Enforce conditions of tenancy agreement. Carry out periodical inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Clerk/Environment clr	Annually	Ensure that effective inspection/maintenance arrangements are in place.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972	Yes						05/02/2009	Jan-12	
185	Environment: Land	Inadequate budget provision	There is a risk to the Council should adequate budget not be provided for the Environment	Medium	Unlikely	5	Ensure that all anticipated income/costs are provided for in Budgetary process.	Clerk/Environment clr	Annually	To maintain effective financial administration/control.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972							Added 31/01/2010	Jan-12	
186	Environment: Land	Failure to review rents and other charges	There is a risk to the Council from failing to review rents and other charges for Council owned land	Medium	Unlikely	5	Ensure that all rents and charges are subject to review as part of the budgetary process. Ensure that contractual conditions for review of land rents, grazing rights etc. are strictly adhered to.	Clerk/Environment clr	Annually	To maintain effective financial administration/control.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972							Added 31/01/2010	Jan-12	
187	Environment: Land	Failure to collect income	There is a risk to the Council from failing to collect income for Council owned land	Medium	Possible	25	Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Define responsibility for collection of income. Ensure that all income due to the council and received is properly recorded.	Clerk	Annually	To maintain effective financial administration/control.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972							Added 31/01/2010	Jan-12	
188	Environment: Land	Maintenance and Security of Deeds of ownership etc.	There is a risk to the Council from failing to maintain and secure deeds of ownership for land	Medium	Possible	25	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Clerk	Annually	To maintain effective financial administration/control.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972							Added 31/01/2010	Jan-12	
189	Environment: Land	Maintenance of Asset Register	There is a risk to the Council from failing to maintain an asset register for land	Medium	Possible	25	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded. Keep all deeds and documents in fireproof safe or with third party. Determine responsibility for maintenance and ensure that a	Clerk	Annually	To maintain effective financial administration/control.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972							05/02/2009	Jan-12	
190	Environment: Land	Maintenance of furniture	There is a risk to the Council from failing to maintain council owned furniture	Medium	Possible	25	Ensure that a planned programme is in place. Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for	Clerk/Council Property clr	Monthly	Ensure that effective maintenance arrangements are in place.	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	s 124, 126, 127 and 139 - Local Government Act 1972, Local Government Act 1972			Public/employers liability	Yes			05/02/2009	Jan-12	
204	Environment: Litter	Inadequate budget provision	There is a risk to the Council from failing to provide adequate budget to remove litter from the village	Low	Unlikely	5	Ensure that service requirements are included in budgetary process.	Clerk/Environment clr	Annually	To maintain effective financial administration/control.	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983							Added 31/01/2010	Jan-12	
205	Environment: Litter	Unauthorised Fly posting/nuisance.	There is a risk to the Council from unauthorised fly posting	Low	Possible	5	Define policy on fly posting. Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Clerk/Environment clr	Monthly	Ensure that effective inspection/maintenance arrangements are in place.	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983	Yes						05/02/2009	Jan-12	
206	Environment: Litter	Inappropriate location of litter bins	There is a risk to the Council from locating litter bins in inappropriate locations	Low	Possible	5	Define council policy and plan for location of bins. Carry out periodical review.	Clerk/Environment clr	Annually	To optimise bin placement	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983							05/02/2009	Jan-12	
207	Environment: Litter	Vandalism/theft/damage	There is a risk to the Council from vandalism of litter bins	Low	Possible	5	Review security and monitor areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against	Clerk/Environment clr	Annually	Ensure that effective security arrangements are in place.	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983			Public/employers liability	Yes			Added 31/01/2010	Jan-12	
208	Environment: Litter	Inadequate insurance cover	There is a risk to the Council from failing to provide adequate insurance cover relating to the power to provide	Low	Unlikely	5	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Clerk/Environment clr	Annually	To maintain effective financial administration/control.	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983			Public/employers liability				Added 31/01/2010	Jan-12	
209	Environment: Litter	Failure to empty	There is a risk to the Council from failing to ensure litter/waste bins are emptied regularly	Low	Unlikely	5	Define responsibility for clearing bins. Implement effective programme. Ensure appropriate plans in place for emergency/overflow situation.	Clerk/Environment clr	Monthly	To achieve required standard of efficiency in service provision	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983			Public/employers liability	Yes			Added 31/01/2010	Jan-12	
210	Environment: Litter	Inefficient service provision	There is a risk to the Council from failing to employ the necessary trained staff to collect litter	Low	Possible	5	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues. Arrange issue of adequate protective clothing.	Clerk/Environment clr	Monthly	To achieve required standard of efficiency in service provision	Power to provide receptacles; Duty to empty & cleanse those provided	s 5 and 6 - Litter Act 1983			Public/employers liability	Yes			Added 31/01/2010	Jan-12	
211	Administration: Management Systems	Ineffective/Inefficient Management	There is a risk to the Council from failing to regularly update procedures for Management of Information.	Medium	Possible	25	Regular updating of procedures for Management of Information.	Clerk	Daily	To maintain effective administration/control.			No	No					Added 31/01/2010	Jan-12	
230	Administration: Council Meetings	Failure to respond to the elector's wish to exercise its rights	There is a risk to the Council should it not ensure electors rights	High	Unlikely	25	Ensure clrs and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public.	Clerk	Daily	Standing Orders on Conduct	Duty to meet	s12 Local Government Act 1972	Yes	Yes	Public liability/employers liability	No			05/02/2009	Jan-12	
231	Administration: Council Meetings	Failure to comply with new Regulations/Legislation	There is a risk to the Council should it fail to comply with new regulations/legislation	High	Unlikely	25	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Clerk/all clrs	Monthly	Standing Orders on Conduct	Duty to meet	s12 Local Government Act 1972		Yes					05/02/2009	Jan-12	
232	Administration: Council Meetings	Failure to report Council business in Minutes	There is a risk to the Council should Council business not be reported in Minutes	High	Unlikely	25	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Clerk	Monthly	To maintain effective administration of council business.	Duty to meet	s12 Local Government Act 1972	Yes	Yes					Added 31/01/2010	Jan-12	
234	Administration: Council Meetings	Failure to meet statutory duty on meetings	There is a risk to the Council should it fail to meet statutory duty on meetings	High	Unlikely	25	All notices are posted in the prescribed places 3 clear days prior to any meeting. All Councillors are notified of Meetings by way of a summons and agenda. Minutes of all meetings are taken and kept. Minutes are signed.	Clerk	Monthly	Standing Orders on Conduct	Duty to meet	s12 Local Government Act 1972	Yes	Yes	Yes				Added 31/01/2010	Jan-12	
236	Communications: Newsletters	Inadequate budget provision	There is a risk to the Council should adequate budget not be provided for Newsletter	Medium	Unlikely	5	Ensure that service requirements are included in budgetary process.	Clerk/Communications clr	Annually	To maintain effective financial administration/control.	Power to provide from 'free resource'	s137 Local Government Act 1972								Added 31/01/2010	Jan-12
237	Communications: Newsletters	Failure to meet statutory obligation re non - political content	There is a risk to the Council should political content be published in their newsletter as per their statutory obligation	High	Unlikely	25	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.	Communications clr	As and when	Ensure that arrangement are in place so that all statutory requirements are met.	Power to provide from 'free resource'	s137 Local Government Act 1972			Public liability	Other				Added 31/01/2010	Jan-12
238	Communications: Newsletters	Defamation	There is a risk to the Council of defamation through the newsletter	High	Unlikely	25	Ensure that an input is subject to careful check - all copy to be circulated to all clrs and staff prior to submission. Arrange for professional examination of any sensitive material. Ensure that adequate insurance cover is held.	Communications clr	As and when	To minimize associated risk	Power to provide from 'free resource'	s137 Local Government Act 1972	Yes		Public liability	Other			05/02/2009	Jan-12	
239	Communications: Newsletters	Non production of newsletter	There is a risk to the Council of not producing newsletter content	Low	Possible	5	Determine responsibility for and ensure that all publication deadlines are met.	Communications clr	Monthly	To maintain effective administration/control of publication	Power to provide from 'free resource'	s137 Local Government Act 1972								Added 31/01/2010	Jan-12
243	Environment	Personal injury	There is a risk to the Council from not taking all necessary actions to minimise risk of personal injury to parishioners using open spaces	High	Possible	25	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place	Clerk/Environment clr	Monthly	Ensure that effective arrangements are in place to minimize risk.	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906								Added 31/01/2010	Jan-12
244	Council Property	Property Maintenance	There is a risk to the Council from failing to ensure all council assets are properly maintained.	Medium	Unlikely	5	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete. Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection	Clerk/Council Property clr	Annually	Ensure that effective inspection/maintenance arrangements are in place.	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906			Public/Employers liability	Yes				Added 31/01/2010	Jan-12
245	Council Property	Failure to review charges	There is a risk to the Council from failing to review charges for any council property	Medium	Possible	25	Ensure that all charges are reviewed as an integral part of the budgetary process.	Clerk/Council Property clr	Annually	To maintain effective financial administration/control.	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906								Added 31/01/2010	Jan-12
246	Council Property	Inadequate budget provision	There is a risk to the Council from failing to provide adequate budget for council property	Medium	Unlikely	5	Ensure that service income/expenditure is detailed in budgetary process.	Clerk/Council Property clr	Annually	To maintain effective financial administration/control.	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906								Added 31/01/2010	Jan-12
247	Council Property	Absence of agreements with users, permits etc	There is a risk to the Council from failing to ensure agreements with users, permits etc for council property are in place	High	Possible	25	Ensure that signed contracts/agreements/permits are place where necessary. Maintain a register of users.	Clerk/Council Property clr	As and when	To maintain effective financial administration/control.	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906			Public liability					Added 31/01/2010	Jan-12
248	Council Property	Vandalism	There is a risk to the council as a result of vandalism to council property	Medium	Possible	25	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Clerk/Council Property clr	Daily	Ensure that effective security arrangements are in place.	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906			Public/employers liability	Yes				Added 31/01/2010	Jan-12

249	Council Property	Pollution	There is a risk to the Council from pollution at council owned facilities	High	Unlikely	25	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Clerk/Council Property clr	Monthly	Ensure that effective inspection/control arrangements are in place.	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906			Public liability	Yes	Added 31/01/2010	Jan-12		
250	Council Property	Failure to collect all income due to the council	There is a risk to the Council from failing to collect all income due to the Council from Council owned property	Medium	Possible	25	Define responsibility for collection of income. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange prompt banking of all income.	Clerk	Monthly	To maintain effective financial administration/control.	Power to acquire land and maintain	s 9 and 10 - Open Spaces Act 1906			Fidelity		Added 31/01/2010	Jan-12		
252	Planning & Development Control	Failure to comply within consultation deadline	There is a risk to the Council should it fail to respond on planning matters within the consultation deadline	Medium	Possible	25	Ensure extra planning meetings are arranged as necessary.	Clerk/Planning clr	Monthly		Rights of consultation	Town & Country Planning Act 1990; s 1 (p8) Town and Country Planning Act 1990	No	Yes		No	05/02/2009	Jan-12		
253	Play Areas	Inadequate budget provision	There is a risk to the Council should it fail to provide adequate budget for play areas	Medium	Unlikely	25	Ensure that service requirements are detailed in annual budget process.	Clerk/Youth liaison clr	Annually	To maintain effective financial administration/control.	Power to provide	S 19 Local Government (Misc Provisions) Act 1976					Added 31/01/2010	Jan-12		
254	Play Areas	Inadequate insurance cover	There is a risk to the Council should it fail to provide adequate insurance for play areas	High	Unlikely	25	To include all relevant risks on the councils insurance policy.	Clerk/Youth liaison clr	Annually	Review insurance cover	Power to provide	S 19 Local Government (Misc Provisions) Act 1976	No	Yes	Public liability	Other	No	Added 31/01/2010	Jan-12	
255	Play Areas	Inadequate maintenance of records	There is a risk to the Council should it fail to maintain a register of complaints/injuries and action taken	High	Unlikely	25	To ensure that proper records of all complaints/injuries are maintained.	Clerk/Youth liaison clr	As and when	Complete complaint etc. register as required	Power to provide	S 19 Local Government (Misc Provisions) Act 1976	No	Yes	Public liability	Other	No	05/02/2009	Jan-12	
256	Play Areas	Vandalism	There is a risk to the Council from vandalism of the play area	Medium	Possible	25	Take reasonable action to maintain security of site. Arrange for regular site visits. Maintain liaison with police.	Clerk/Youth liaison clr	fortnightly winter	Ensure appropriate controls in place.	Power to provide	S 19 Local Government (Misc Provisions) Act 1976			Public/employers liability		Yes	Added 31/01/2010	Jan-12	
257	Play Areas	Personal Injury	There is a risk to the Council should the Play Area not be properly maintained and personal injury occur	High	Possible	125	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces. Arrange periodical inspection and report by suitably qualified professional.	Clerk/Youth liaison clr	fortnightly winter & weekly in spring /	Ensure that effective arrangements are in place to minimize risk.	Power to provide	S 19 Local Government (Misc Provisions) Act 1976	No		Public/employers liability	Other	Yes	05/02/2009	Jan-12	
258	Administration: Provision of Office Accommodation	Fire	There is a risk to the Council through payment to Clerk for use of room in home to act as office - risk of fire	High	Unlikely	25	Ensure Health/Safety testing complete. Ensure appropriate staff training.	Clerk	Daily		To minimize risk of fire	Power to provide	S 133 Local Government Act 1972					Added 31/01/2010	Jan-12	
259	Administration: Provision of Office Accommodation	Inadequate budget provision	There is a risk to the Council through payment to Clerk for use of room in home to act as office - risk of failing to provide adequate budget	Medium	Unlikely	25	Ensure requirements included in annual budget process	Clerk	Annually	To maintain effective financial administration/control.	Power to provide	s 133 Local Government Act 1972			Public/employers liability		Yes	Added 31/01/2010	Jan-12	
260	Administration: Provision of Office Accommodation	Poor/Faulty Office Furniture	There is a risk to the Council through payment to Clerk for use of room in home to act as office - risk of poor/faulty office furniture leading to personal injury	High	Unlikely	25	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council for approval to repair/replace.	Clerk	Monthly	Ensure that effective inspection/maintenance arrangements are in place.	Power to provide	s 133 Local Government Act 1972		Yes	Public/employers liability		Yes	Added 31/01/2010	Jan-12	
261	Administration: Provision of Office Accommodation	Defective Electrical Equipment/Machinery	There is a risk to the Council through payment to Clerk for use of room in home to act as office - risk of defective electrical equipment	High	Unlikely	25	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Arrange regular inspection to ensure that any statutory obligations are met. Maintain regularly	Clerk	Monthly	Ensure that effective inspection/maintenance arrangements are in place.	Power to provide	s 133 Local Government Act 1972			Public/employers liability	Other	Yes	Added 31/01/2010	Jan-12	
263	Administration: Provision of Website/Internet Access to Clerk	Inadequate budget provision	There is a risk to the Council through payment to Clerk for use of room in home to act as office - risk of inadequate budget provision for website/internet access	Low	Possible	25	Ensure service requirement included in annual budgetary process	Clerk	Annually	To maintain effective financial administration/control.	Power to provide from 'free resource'	s 137 Local Government Act 1972						Added 31/01/2010	Jan-12	
264	Administration: Provision of Website/Internet Access to Clerk	Failure of Website/Internet Providers	There is a risk to the Council through payment to Clerk for use of room in home to act as office - risk of web/internet access failure	Low	Possible	25	Ensure a backup copy of data is maintained	Clerk	Weekly	To ensure effective system operation.	Power to provide from 'free resource'	s 137 Local Government Act 1972		No			No	Added 31/01/2010	Jan-12	
293	Street/Footway Lighting	Maintenance	There is a risk to the Council from failing to ensure regular maintenance of street lighting	Medium	Possible	25	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair. Carry out regular inspections of all equipment. Maintain detailed records of all work	Clerk/Lighting clr	Monthly	To ensure that effective inspection and maintenance arrangements are in place.	Power to provide	s 3-Parish Councils Act 1957;sch13 LGA1972						Added 31/01/2010	Jan-12	
294	Street/Footway Lighting	Security of inspection plates etc.	There is a risk to the Council from failing to ensure regular inspection of equipment	Medium	Possible	25	Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair.	Clerk/Lighting clr	Monthly	To ensure that effective inspection and maintenance arrangements are in place.	Power to provide	s 3-Parish Councils Act 1957;sch13 LGA1972						Added 31/01/2010	Jan-12	
295	Street/Footway Lighting	Fly posting	There is a risk to the Council from fly posting on street lighting	Low	Unlikely	25	Define policy on fly posting. Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Clerk/Lighting clr	Monthly	To stop/minimize fly posting	Power to provide	s 3-Parish Councils Act 1957;sch13 LGA1972						05/02/2009	Jan-12	
296	Street/Footway Lighting	Vandalism	There is a risk to the Council from vandalism on street lighting	Medium	Possible	25	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Clerk/Lighting clr	Monthly	To ensure that effective security arrangements are in place.	Power to provide	s 3-Parish Councils Act 1957;sch13 LGA1972						Added 31/01/2010	Jan-12	
297	Street/Footway Lighting	Inadequate budget provision	There is a risk to the council of failing to provide adequate budget provision for street lighting	Medium	Unlikely	25	Ensure that service/facility requirements are detailed in budget process.	Clerk/Lighting clr	Annually	To maintain effective financial administration/control.	Power to provide	s 3-Parish Councils Act 1957;sch13 LGA1972						Added 31/01/2010	Jan-12	
298	Street/Footway Lighting	Service level agreements	There is a risk to the Council in failing to ensure service level agreements are in place	Low	Possible	25	Byfield sets own street lighting requirements - review monthly at meetings	Clerk/Lighting clr	Monthly	To maintain effective financial administration/control.	Power to provide	s 3-Parish Councils Act 1957;sch13 LGA1972						Added 31/01/2010	Jan-12	
299	Street/Footway Lighting	Contracts with service providers	There is a risk to the Council in failing to ensure contracts are in place with service level providers	Medium	Possible	25	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance	Clerk/Lighting clr	Monthly	To maintain effective financial administration/control.	Power to provide	s 3-Parish Councils Act 1957;sch13 LGA1972						05/02/2009	Jan-12	
300	Street/Footway Lighting	Failure to provide lighting	There is a risk to the Council should it fail to provide lighting as required	Medium	Possible	25	Monitor Service Level Agreement with major authority on a regular basis. Report any faulty lights as soon as possible. Monitor service performance and enforce agreement conditions.	Clerk/Lighting clr	Quarterly	Reduce fear of crime, improve road safety, reduce assault, public nuisance.	Power to provide	s 3-Parish Councils Act 1957;sch13 LGA1972	No	Yes		Yes	Added 31/01/2010	Jan-12		
323	Planning: Town and Country Planning	Security of records	There is a risk to the Council of failing to secure and maintain all planning records	Medium	Possible	25	Items are currently stored in Clr's home and need to transfer them to the PC store in the lower annexe.	Clerk/Planning clr	Annually	To maintain effective administration/control of council	Right to be notified of planning applications	s 1 (p8) Town and Country Planning Act 1990					No	Added 31/01/2010	Jan-12	
324	Highways: Village Signs	Inadequate budget provision	There is a risk to the council of failing to provide adequate budget provision for village signs	Low	Unlikely	25	Ensure service requirement included in annual budget.	Clerk/Environment clr	Annually	To maintain effective financial administration/control.	Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970						Added 31/01/2010	Jan-12	
325	Highways: Village Signs	Failure to obtain necessary approval.	There is a risk to the Council should it fail to obtain necessary approvals	Medium	Possible	25	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority.	Clerk/Highways clr	As and when	To maintain effective financial administration/control.	Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970					No	Added 31/01/2010	Jan-12	
326	Highways: Village Signs	Vandalism	There is a risk to the council from vandalism to village signs	Medium	Possible	25	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Clerk/Highways clr	Monthly	To ensure that effective security arrangements are in place.	Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970			Public liability		Yes	Added 31/01/2010	Jan-12	
327	Highways: Village Signs	Inadequate maintenance.	There is a risk to the Council from failing to maintain village signs	Medium	Possible	25	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Clerk/Highways clr	Quarterly	To ensure that effective inspection and maintenance arrangements are in place.	Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970			Public liability		Yes	05/02/2009	Jan-12	
328	Environment: War Memorial	Inadequate budget provision	There is a risk to the council of failing to provide adequate budget provision for the war memorial	Low	Unlikely	25	Review service provision within annual budget process.	Clerk/Environment clr	Annually	To maintain effective financial administration/control.	Power to maintain, repair, protect and adapt war memorials	s 1, 133 - War Memorials (Local Authorities' Powers) Act 1923, as extended by Local Government Act 1948, Local Government Act 1972 s 272 & schedule 30						Added 31/01/2010	Jan-12	
329	Environment: War Memorial	Inadequate maintenance.	There is a risk to the Council from failing to maintain the war memorial	High	Possible	125	Define responsibility for maintenance. Carry out regular inspections of memorial. Annual inspection by qualified stone mason. Maintain detailed records of all work scheduled/completed	Clerk/Environment clr	Monthly	To ensure that effective inspection and maintenance arrangements are in place.	Power to maintain, repair, protect and adapt war memorials	s 1, 133 - War Memorials (Local Authorities' Powers) Act 1923, as extended by Local Government Act 1948, Local Government Act 1972 s 272 & schedule 30						05/02/2009	Jan-12	
330	Environment: War Memorial	Vandalism	There is a risk to the council from vandalism to the war memorial	High	Unlikely	25	Maintain regular inspections. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Clerk/Environment clr	Monthly	To ensure that effective security arrangements are in place.	Power to maintain, repair, protect and adapt war memorials	s 1, 133 - War Memorials (Local Authorities' Powers) Act 1923, as extended by Local Government Act 1948, Local Government Act 1972 s 272 & schedule 30						Added 31/01/2010	Jan-12	

333	Communications: Web-sites	Ownership	There is a risk to the Council, should it decide to have a website, that it's ownership is not maintained	High	Unlikely	25	Ensure that the Domain name is in the ownership of the council. Ensure that the web-site is owned by the council.	Clerk/website clr	Annually	To maintain effective administration	Power to provide from 'free resource'	s137 Local Government Act 1972						Added 31/01/2010	Jan-12	
334	Communications: Web-sites	Content	There is a risk to the Council, should it decide to have a website, that the content is not properly managed	High	Possible	125	Ensure that all content is specifically approved by council.	Clerk/website clr	Monthly	To maintain effective administration	Power to provide from 'free resource'	s137 Local Government Act 1972						Added 31/01/2010	Jan-12	
335	Communications: Web-sites	Insurance	There is a risk to the Council, should it decide to have a website, that insurance cover is not held	High	Unlikely	25	Ensure that appropriate insurance cover is held by council	Clerk/website clr	Annually	To protect council.	Power to provide from 'free resource'	s137 Local Government Act 1972						Added 31/01/2010	Jan-12	
336	Administration: Financial Management	Precept not paid	There is a risk to the Council that the precept will not be paid by Daventry DC	High	Possible	125	Clerk to check and report to PC. Council to decide on level of uncommitted reserves as budget % to allow time to deal with any non payment. Should be reviewed during budget setting process	Clerk	Annually	To maintain effective financial administration/control.								05/02/2009	Jan-12	
337	Administration: Financial Management	Adequacy of Precept	There is a risk to the Council that the precept will not be adequate	High	Possible	125	Monthly review of expenditure and careful budgeting	Clerk	Annually	To maintain effective financial administration/control.								05/02/2009	Jan-12	
338	Administration: Financial Management	Adequacy of Reserves	There is a risk to the Council that the reserves will not be adequate	High	Unlikely	25	Review reserves annually during budget setting and take into account members and clerk views. Set three year plan	Clerk	Annually	To maintain effective financial administration/control.								05/02/2009	Jan-12	
339	Administration: Code of Conduct	Legal powers	There is a risk to the Council should clrs act outside of their legal powers	High	Unlikely	25	Ensure all council members are aware of their statutory responsibilities. Clerk to advise.	Clerk/all clrs	Quarterly									05/02/2009	Jan-12	