

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

## Parish Council Risk Assessment

Service Area	Risk	Recommendation
Insurance	Public Liability Employers Liability Money Fidelity Guarantee Property Damage Officials Indemnity Libel & Slander Personal Accident Loss of revenue No Claim Bonus	Continue existing cover with Zurich Municipal Insurance plc          Not covered Not covered
Payroll	Loss of data on PC due to system fault	Continue back up of data to hard drive on monthly basis. Data backed up to cloud storage weekly.
Administration	Loss of services of employee	Advertise vacancy and request temporary cover from SALC.
Administration	Clerk's Employment Terms	To be reviewed annually in July.
Administration	Asset Register, Financial Regulations, Standing Orders, Risk Assessment, Complaints Procedure	To be reviewed annually and available for inspection on request.
Administration	Minutes properly recorded	Minutes sent to Parish Council post approval
Accounting	Non-standard and/or non-compliant records kept	Requires adequate, complete and statutory financial records and accounts
Financial	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Ensure that all accounts and other records are completed and maintained in accordance with governance instruction. Ensure that annual returns are completed and submitted by the notified deadlines.
Financial	Non-compliance with internal audit requirements	Appoint internal auditor.

## Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Contracts	Ensure continued value for money coupled with continuity of work	Approve the practice of seeking tenders and report to Council
Councillors	Registers of Interests	Register of interest completed.
Meeting Rooms	Unavailability	Regular booking maintained. Alternative venues considered
Meeting Rooms	Suitability- Room is of a satisfactory standard to hold the meetings for the safety and comfort of attendees	Regular checks made on room and facilities. Alternative venue used when necessary.
Meeting Rooms	Ability to use latest technology during meetings	Facilities checked.
Coronavirus pandemic	Ability to meet affected by pandemic	Facility to deliver online meetings where legal. Alternative dates considered.
Coronavirus pandemic	Risk of transmission of disease at meetings	Government guidelines on social distancing and hygiene followed.
Data Protection	Failure to meet GDPR requirements	Maintain Data Protection policy and ensure Clerk receives relevant training.
Transparency	Failure to meet legal transparency requirements	Publish all required documents on Council website.

This Risk Assessment was considered by Council at Agenda item: 22.5.39 10 May 2022 and will be reviewed again in 12 months.

**Signed:**

**Chairman**

**Date:**