Shotton Parish Council Risk Register 20 January 2026

Ref	ID	YearID	Hazard	Requirement	Aim	Control	Risk	Function	Duty	Act	Likelihood	Review	LikelihoodScore	ImpactScore	Score	ActionPlan	ActionBy	ActionDate	Setup
	1138	20241138	Contract Costs exceed Project budget requiring additional SPC expenditure	Ensure adequate budget monitoring is in place	to minimise risk of overspend or unaccounted contract costs	Adequate budget monitoring is in place to manage cashflow and contract projections	Financial	Capital Projects		Various		Quarterly	Low	High	3				Yes
	1139	20241139	Cashflow not adequately managed resulting in insufficient balances	Proper Financial Management	To ensure robust financial management and contract management	Effective contract financial monitoring in place Regular HMRC VAT recovery Grant claims to external funder submitted regularly in advance	Financial	Capital Projects		Various		Monthly	Low	High	3				Yes
	1140	20241140	Grant funding does not meet project allocation resulting in Council overspend	Proper Financial & Contract Management in place	Effective project, financial and contract management	Regular monthly robust contract monitoring arrangements in place to manage project out-turn cost projections against total project cost and contract contingency	Financial	Capital Projects		Various		Quarterly	Low	High	3				Yes
356	30	202430	Failure to maintain / update Register of Interests/Gifts	To maintain records of members Declarations of Interest		All Council members are aware of their statutory responsibilities. Every Councillor is issued with information for new Councillors together with a copy of the Council's Standing Orders and Financial Regulations upon signing their Declaration of Acceptance of Office. Register of Members' Interests maintained. Councillors are reminded on a six monthly basis of	Administration/Legal	Code of Conduct	Duty to adopt a code of conduct	p 3 Local Government Act 2000		Quarterly	Low	Medium	2				Yes
136	231	2024231	Failure to obtain all necessary licences, ie bar, music, weddings, etc.	To meet all statutory requirements for service provision.		Define responsibility for obtaining licences. Maintain adequate records of licence application, renewal etc.	Administration/Legal	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1				Yes
131	232	2024232	Maintenance of diary of events/usage.	To provide effective control of facility bookings etc.		Define responsibility for maintenance of diary. Completed booking/application a prerequisite to facility hire. All applications to be cross referenced to account/receipt number and filed.	Administration/Legal	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1				Yes
138	225	2024225	Cleaning.			Define responsibility for cleanliness/hygiene of premises Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Environmental	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Monthly	Low	Low	1				Yes
140	226	2024226	Vandalism.	To minimise the risk of loss/damage/injury arising from vandalism.		Review security and monitor all areas on a regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with antisocial behaviour. Instigate legal action against perpetrators where appropriate.	Environmental	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Medium	2	Annual review of systems managed by	Clerk & RFO	31/03/2021	Yes
144	227	2024227	Pollution, ie. noise, litter etc.	To maintain desired standards for use of facilities and limit impact of pollution.		Ensure that adequate controls/conditions are included in booking application form. Ensure that all users are aware of conditions attached to use of premises. Define policy for dealing with offenders.	Environmental	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1				Yes
432	228	2024228	Inadequate budget provision.	To ensure that service provision is included in budgetary process.		Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval to be sought for any unexpected expense to be met from reserves.	Financial	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Medium	2				Yes
127	229	2024229	Failure to review charges.	To ensure that all charges are subject to regular review.		Review all charges annually as an integral part of the budget process.	Financial	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1				Yes
128	230	2024230	Failure to collect income.	To ensure that all income is received and properly banked.		Define responsibility for collection of income. Maintain an effective receipting system. Provide for prompt banking. Maintain proper records of income received and banked.	Financial	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Quarterly	Low	Low	1				Yes
17	213	2024213	Personal injury.	To ensure that any conditions that might lead to personal injury are minimised and		Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained equipment is available as appropriate. Ensure that any risks to the public are minimised and eliminated wherever possible. Maintain records of staff training.	Physical	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	High	3				Yes
16	214	2024214	Security of buildings	To maintain a high standard of security.		Allocate responsibility for security/control of premises. Define policy and provide for security. Staff employed or contract with service provider in place. Appropriate staff training complete.	Physical	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Medium	2	Annual review of systems managed by	Clerk & RFO	31/03/2021	Yes
0	220	2024220	Maintenance of buildings.	To ensure that council property is properly maintained and minimise loss/damage/injury.		Define responsibility for maintenance. Maintain detailed records of work scheduled and completed. Carry out regular inspections of all buildings. Ensure that proper contractual arrangements are in place for specialist/other services.	Physical	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Medium	2				Yes
141	221	2024221	Maintenance of equipment.	To ensure that all equipment is properly maintained.		Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete.	Physical	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Medium	2				Yes
431	222	2024222	Security of equipment.	To ensure that all property is secure and minimise loss by theft or otherwise.		Define policy for security of equipment. Ensure that responsibility of users is clearly defined in hire/user agreement. Allocate responsibility for security/control. Maintain records of loss or damaged equipment.	Physical	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Medium	2				Yes
143	223	2024223	Security of Hazardous Substances + D73.	To minimise the risk of damage/injury arising from the use of hazardous substances.		Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained.	Physical	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Annually	Low	Medium	2				Yes
142	224	2024224	Stock control.	To minimize the risk of loss.		Define responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records.	Physical	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Monthly	Low	Medium	2				Yes
0	349	2024349	Fire.	To safeguard against fire risk.		Ensure Health/Safety testing complete. Ensure appropriate staff training. Provide for strict security/control of combustible materials held by Council. Provide appropriate extinguishers etc.	Physical	Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act		Quarterly	Low	High	3				Yes

	1136	20241136	Construction & Project Management Risks for new build Community Hub	Effective management of project to ensure successful delivery on time on budget and to	Successful completion of project to provide a new Community Hub fit for purpose	Comprehensive Project & Contract Risk register and Management Action Plan in place for duration of the contract. Robust Financial management & monitoring systems in place VAT clarification sought from HMRC	Physical	Community centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives. Power to acquire, provide and furnish community	Local Government (Miscellaneous Provisions) Act	Quarterly	Low	Medium	2				Yes
0	318	2024318	Loss/damage arising from unauthorised use.	Maintain security of computer.		Access restricted through use of controlled passwords. Passwords are changed periodically. Maintain physical security of computer and site.	Physical	Computing	Power to facilitate discharge of any function	s 111 Local Government Act 1972	Annually	Low	Medium	2				Yes
0	325	2024325	Loss arising from theft/misappropriation.	Maintain adequate security of site and equipment.		Access to Council offices only available when Council staff are present. The building is alarmed and all equipment is security tagged. All computers are password protected. High security of site and equipment is maintained at all times.	Physical	Computing	Power to facilitate discharge of any function	s 111 Local Government Act 1972	Annually	Low	Medium	2				Yes
365	27	202427	Crash of IT System.	To minimise risk arising from breakdown of equipment.		Council computer systems are backed up daily, and backup devices rotated regularly. Council ensures equipment is properly maintained. Access is restricted to authorised users. Only approved software is used.	Technical	Computing	Power to facilitate discharge of any function	s 111 Local Government Act 1972	Monthly	Medium	High	6	Establish ICT external support and greater use of	Clerk & RFO	30/09/2025	Yes
452	217	2024217	Failure to meet statutory duty.	To meet all statutory requirements and maintain effective administration.	To meet all statutory requirements.	All meetings comply with LGA 1972. Clerk and Assistant Clerk are CiLCA qualified, if required. Council randomly checks its own internal controls as well as Internal Auditor checks. All members are notified of meeting by way of summons and agenda in accordance with LGA	Administration/Legal	Council Meetings	Power to meet	Local Government Act 1972		Low	Medium	2				Yes
453	218	2024218	Access.	To meet all statutory requirements and maintain effective administration.	To meet all statutory requirements.	Ensure public access is available to all meetings of the Council, except for meetings of the Staff and Salaries committees. Members of the press and public may also be asked to leave a meeting during the discussion of quotations or tenders submitted by local contractors.	Administration/Legal	Council Meetings	Power to meet	Local Government Act 1972	Annually	Low	Low	1				Yes
454	219	2024219	Security.	To ensure that effective security arrangements are in place.	To minimize risk arising from public meetings.	Define policy for security of staff, members, premises and equipment. Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies. Council officers are aware of responsibility for security/control and implementation in order to	Physical	Council Meetings	Power to meet	Local Government Act 1972	Annually	Low	Low	1				Yes
455	319	2024319	Personal Injury.	Ensure that effective arrangements are in place to minimise risk.	To ensure that any conditions that might lead to personal injury are minimised and	Appropriate regulations/controls are in place to minimise the risk of injury to officers, members and public. Defined standards are maintained. Where necessary, appropriate notices are in place.	Physical	Council Meetings	Power to meet	Local Government Act 1972	Annually	Low	High	3				Yes
314	44	202444	Legal Liability as a result of Asset Ownership.	Provision of adequate public liability insurance	None	Detailed asset register is maintained and reviewed annually. Adequate public liability insurance is in place. Separate legal liability and asset risk assessments are maintained by the Clerk.	Financial	Council Property and Documen	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	Annually	Low	Low	1				Yes
307	43	202443	Loss of assets.	To minimise the risk of loss through theft/misappropriation of assets.		Effective security of all assets maintained. Asset Register maintained and reviewed annually as a minimum. Ensure that adequate and appropriate insurance cover is held.	Physical	Council Property and Documen	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	Annually	Low	Low	1				Yes
312	45	202445	Loss / Damage to Civic Regalia.	To safeguard council assets.	None	Register of Assets maintained and updated annually and as and when required. Council has adequate insurance against damage and theft. Proper security/storage is in place. Users are aware of their responsibility when regalia is in their care.	Physical	Council Property and Documen	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	Monthly	Low	Medium	2				Yes
313	46	202446	Failure to effectively process documents.	To ensure effective processing and safe keeping of all documentation received		Clerk is responsible for maintenance of effective control of documentation. Deeds and leases stored in fire proof box in Council office, and then within security locked cupboard. Security waste is disposed of securely. All documents kept on computer are backed up daily, with	Professional	Council Property and Documen	Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	Daily	Low	Medium	2				Yes
	1133	20241133	Impacts of Covid 19 on all Functions & Services of the Council & the Community	To ensure Council Services and Functions are pragmatically and effectively managed and	To ensure all Council Services, Functions including governance administration and all	Clerk granted comprehensive delegated authority to do all such matters that are necessary and in the best interests of the Council to maintain operations and ensure the necessary activities and responsibilities of the Council can be maintained as appropriate taking account of the continual changing Covid 19 situation.	Administration/Legal	COVID19	Business Continuity		As and when	Medium	Medium	4	Clerk to monitor updated Govt advice and	Clerk & RFO	31/03/2026	Yes
37	29	202429	Breach of confidentiality.	To ensure that statutory requirements are met.		That the Council is registered as a Data Controller with the Information Commissioners Office. That the Council has a Data Protection Policy. All Council Officers undertake training when they commence employment and and periodically afterwards.	Administration/Legal	Data Protection	Duty of Notification and Duty to Disclose (subject access)	Data Protection Act 1998	Daily	Low	High	3				Yes
364	23	202423	Failure to comply with Employment Law.	To ensure that the council fulfils its responsibilities.		Contracts of employment issued to all employees. Annual review of Staff Contracts of Employment undertaken. Clerk has responsibility for maintaining up to date knowledge of new legislation and brining this to the attention to all relevant parties.	Administration/Legal	Employment of Staff	Duty to Appoint	s 112 Local Government Act 1972	Annually	Low	Medium	2				Yes
	785	2024785	Overpayment or underpayment of salaries and expenses.	Ensure that all payments to staff are in accordance with employment contracts approved by		Monthly payroll schedule to be verified by the relevant number of parties/staff. Monthly employers payments to be verified by the relevant third party/ies as laid out in policy. Cheques and electronic payments to be signed/verified by the relevant third party/ies as laid out in policy.	Financial	Employment Of Staff	Duty to Appoint	s 112 Local Government Act 1972	Monthly	Low	Low	1				Yes
361	17	202417	Inability to recruit.	To improve recruitment.		Recruitment policy reviewed when the need arises to recruit staff.	Professional	Employment of Staff	Duty to Appoint	s 112 Local Government Act 1972	As and when	Low	Medium	2				Yes
38	18	202418	Inability to retain staff.	To minimise risk arising from high turnover of staff.		Staff Appraisals conducted on an annual basis and when required. Complete exit questionnaire.	Professional	Employment of Staff	Duty to Appoint	s 112 Local Government Act 1972	Annually	Low	Medium	2				Yes
358	19	202419	Loss of key staff.	To avoid problems arising from loss of key personnel.		Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.	Professional	Employment of Staff	Duty to Appoint	s 112 Local Government Act 1972	Quarterly	Low	High	3				Yes
362	20	202420	Lack of Training.	To meet Council commitment to staff training.		Training provided as and when identified/requested, including CPD. Training requirements reviewed as part of the annual appraisal system. Advantage taken of any localised training through local associations, SLCC, DALC etc. Staff encouraged to network with other Clerks in the area.	Professional	Employment of Staff	Duty to Appoint	s 112 Local Government Act 1972	Annually	Low	Low	1				Yes
363	21	202421	Lack of Employee motivation/efficiency.	To meet commitment of council employment policy.		Each employee has job description. Staff appraisals carried out annually supported by one to ones when required. Appropriate staff records maintained. Training provided as and when requested or identified.	Professional	Employment of Staff	Duty to Appoint	s 112 Local Government Act 1972	Annually	Low	Medium	2				Yes
352	22	202422	Attacks on Personnel.	To protect staff.		Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work.	Professional	Employment of Staff	Duty to Appoint	s 112 Local Government Act 1972	Monthly	Low	Medium	2				Yes

302	39	202439	Failure to comply with Inland Revenue regulations.	Efficient financial administration.	None	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay. Ensure that regular returns to Inland Revenue; prepared by the Clerk or responsible financial officer; checked by the Assistant Clerk	Administration/Legal	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Quarterly	Low	Medium	2		Yes
303	40	202440	Failure to comply with Customs & Excise regulations.	Efficient financial administration.	None	VAT properly administered, with returns being made on a quarterly basis. Refer to guidance from HMRC where necessary. Ensure that all input tax and output tax is properly recorded. Complete and submit VAT claims promptly and on time.	Administration/Legal	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Quarterly	Low	Medium	2		Yes
0	327	2024327	Failure to maintain record of council assets.	To minimize the risk of loss associated with failure to maintain adequate records.		Define responsibility for maintenance of asset register. All acquisitions/disposals are accurately and promptly recorded. Periodical inventory checks carried out. Asset register reviewed annually as a minimum.	Administration/Legal	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Annually	Low	Medium	2		Yes
0	338	2024338	Incurring expenditure without proper legal authority.	To ensure all expenditure is intra vires, ie. "within the powers".		Record in minutes powers under which expenditure is being approved. That the Clerk checks to ensure all expenditure is within legal authority. That the Council has attained General Power of Competence.	Administration/Legal	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Annually	Low	Medium	2		Yes
41	35	202435	Failure to keep proper financial records.			Clerk is appointed Responsible Financial Officer and Proper Officer. Standing Orders and Financial Regulations are in place and reviewed as a minimum annually. The Council has appointed Councillors as random audit checkers to randomly inspect the Council's procedures and the work of the office staff.	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Monthly	Low	Medium	2		Yes
347	36	202436	Poor Financial Management	To ensure effective management of financial affairs of council.	None	Responsibility for the management of the financial affairs of the Council has been established and is contained within Financial Regulations. Standing Orders and Financial Regulations reviewed as a minimum on an annual basis. Clerk maintains an effective budgetary control/financial reporting system.	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Annually	Low	Medium	2		Yes
360	37	202437	Failure to set a precept within sound budgeting arrangements.	To ensure that the budget procedure is both efficient and effective.		Precept setting has been determined by Council and contained within Financial Regulations, detailing responsibilities and timeframe. These are reviewed annually. Precept is set as a result of comprehensive budgeting detailing requirements for forthcoming year.	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Monthly	Low	Medium	2		Yes
306	38	202438	Loss of money through theft/misappropriation.	To ensure that effective financial controls are in place.		Determine responsibility for cash at all sources. Receipts are issued for all income. Secure arrangements are in place for all monies held prior to banking. Proper arrangements are in place for prompt recording and banking of all cash received.	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Quarterly	Low	High	3		Yes
304	41	202441	Failure to ensure proper use of funds under specific powers / S137.	To ensure that expenditure is properly authorised and controlled.		Council has attained General Power of Competence. Clerk ensures that all grant applications are complete and fully supported prior to submission to committee/Council. All approvals for expenditure are properly recorded in Council minutes and on the Scribe	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Quarterly	Low	Medium	2		Yes
305	42	202442	Risk to third party as a consequence of providing a service	To protect interest of council.	None	Appropriate insurance cover/policy is in force.	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Annually	Low	Medium	2		Yes
0	326	2024326	Failure to maintain an effective payments system.	To minimize the risk of loss.		Determine responsibility for control of expenditure. All payments supported by an invoice/voucher. All details are checked and payment entered into a cash book or equivalent. All payments are approved by Council and appendixed to minutes.	Financial	Financial Management	Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Monthly	Low	Medium	2		Yes
	831	2024831	Failure to identify what data is held and processed by the council.	To have a fully completed audit showing checks taken place and listing all data held electronically	Have you done an information/data audit and identified what data isheld and processed by	The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	835	2024835	Non identification of how long the data held.	The ability to identify how long the data has been held by the Council and review if holding this data	Have you done a data audit and identified how long the data is held?	The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	836	2024836	Non identification of who holds and can access the data	To record and identify all data held and who can access it.	Have you done a data audit and identified who holds the data and who can access it?	The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	837	2024837	Non identification of security and controls of data held.	To record and identify what security and controls are in place to the secure the data.	Have you done a data audit and identified what security and controls are in place to secure the	The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	838	2024838	Failure to display of a Privacy notice.	To have a fully drafted privacy notice. This to be available for all relevant parties.	Have you drafted/displayed a privacy notice?	Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	839	2024839	Failure to have a Privacy notice on-line.	To have a privacy notice available on line.	Is the privacy notice available on line?	Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	840	2024840	Failure to have a privacy notice review process.	To have privacy notice review policy in place and agreed by the Council.	When will the privacy notice be reviewed?	Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	841	2024841	Failure to have consent of data owners.	To have all relevant consent in place.	Do you need to get consent from various people/parties whose you are holding and	You may need to gather a range of different consents to cover the range of data processing communications that the Council carries out. This should be achieved by the aid of a consent form/s. These forms should be kept to ensure you have evidence that consent has been obtained.	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	842	2024842	Failure to have consent form available.	To have a consent form available on-line and in paper form for access by all relevant parties.	Have you got a consent form and process in place?	You may need to gather a range of different consents to cover the range of data processing communications that the Council carries out. This should be achieved by the aid of a consent form/s. These forms should be kept to ensure you have evidence that consent has been obtained.	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	843	2024843	Failure to have an up to data procedures up to date.	To have up to date data procedures and processess in place for full GDPR compliance.	Are your data procedures and processes up to date for GDPR compliance?	Information held and legal requirements could change so the DPO/Council should have up to date data procedures and processes in place. These should be reviewed and updated regularly which will ensure full GDPR compliance.	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	844	2024844	Non availability for owner to view their data.	The ability to allow the data owner to view their own data held by the Council.	Is the data available for viewing by the owner for GDPR compliance?	GDPR gives individuals rights with some enhancements to those rights already in place, the right to be informed of the right of access, the right to rectification, the right to erasure, the right to restrict processing, right to data portability, the right to object, the right not to be subject to automated decision-making including profiling. The two enhancements of GDPR are that	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes

	845	2024845	Inability to correct data errors.	The ability to correct any data errors and record/log these amendments. Also, to	Can you access the data to correct any errors for GDPR compliance?	GDPR gives individuals rights with some enhancements to those rights already in place, the right to be informed of the right of access, the right to rectification, the right to erasure, the right to restrict processing, right to data portability, the right to object, the right not to be subject to automated decision-making including profiling. The two enhancements of GDPR are that	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	846	2024846	Inability to delete data.	The ability to delete a user's data and record/log this action. Also have a process in	Can the data be deleted for GDPR compliance?	If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information. If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. If a charge is applied this should be detailed in the Council's web site. The Council should	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	847	2024847	Failure to put procedures in place to fix any data breach.	To have procedures and processes in place defining what to do in case of a data breach,	Do you have procedures in place to fix any data breach for GDPR compliance? If not, when	One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Council. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	848	2024848	Failure in complying with special protection for children.	To have procedures and processes in place defining how to deal with special protection of data	Do you have procedures in place to deal with the special protection for personal data for	There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the Council requires consent from young people under 13, the Council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children aged 13 plus must be written in language that they will understand.	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	849	2024849	Failure to appoint a Data Protection Officer (DPO).	To have an appointed Data Protection Officer (DPO) in place to undertake regular	The Council must appoint a Data Protection Officer (DPO).	The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	850	2024850	Failure to be registered with the ICO.	To be registered with the ICO.	The Council must be registered with the ICO, unless exempt.	The Data Protection Act 1998 requires every data controller, eg organisation, who is processing personal information to register with the ICO, unless they are exempt.	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	851	2024851	Non display of this policy on the Councils web site.	To have our Privacy notice available on-line for general access/viewing.	A copy of this policy will be available on the Council's web site. The policy will be considered	Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	852	2024852	Failure in updating the Clerks/RFO job description.	To have the Clerks/RFO job description updated to reflect the role and responsibilities if	The Clerk's Contract and Job Description (if appointed as DPO) will be amended to include	The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	853	2024853	Failure to have data protection included in the Council's Risk Management Policy.	To ensure that the council's risk management policy reflects the requirements	Data Protection will be included on the Council's Risk Management Policy.	To ensure that the Council's risk management policy reflects the requirements of the data protection (GDPR) legislation.	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	854	2024854	Non compliance of Council to manage the process.	That the Council manage the GDPR process.	The Council will manage the process.	The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	855	2024855	Failure to have a GDPR document.	To have a GDPR document.	That the Council must have a GDPR document.	The Council/DPO is required to produce a GDPR policy document. This should be reviewed at least annually or when further advice is issued by the ICO.	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
	856	2024856	Non compliance of Council members and contractors.	That all employees, volunteers, councillors and contractors understand how to	Have all employees, volunteers, councillors and contractors been informed and understand	GDPR requires that everyone within the Council must understand the implications of GDPR and that roles and duties must be assigned. All employees, volunteers, councillors and contractors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.	Administration/Legal	GDPR	Duty to comply with the regulations.	Data Protection Act 2018	Annually	Low	Medium	2		Yes
453	314	2024314	Failure to notify/record gifts.	To protect interest of council and members.		Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Administration/Legal	Gifts	Power to accept gifts	Local Government Act 1972, s 139	Annually	Low	Low	1		Yes
200	167	2024167	Maintenance of Investment Register	To maintain proper records.		Determine responsibility for maintenance of investment register. Maintain effective internal audit.	Administration/Legal	Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s 11	Annually	Low	Medium	2		Yes
377	164	2024164	Financial Loss i.e. theft	To minimize risk arising from theft/misappropriation.		Determine policy/responsibility for investment. Ensure that investment / transfer / withdrawal of funds are subject to Council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised Council members.	Financial	Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s 11	Annually	Low	Medium	2		Yes
198	165	2024165	Inappropriate investment	To ensure integrity of investment.		Define policy and responsibility for investment of Council funds. Record details/approval of all investments in Council minutes. Ensure regular report to Council.	Financial	Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s 11	Annually	Low	Medium	2		Yes
199	166	2024166	Failure to review interest rates etc.	To maximize return on investments.		Determine policy and responsibility for investment of Council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Financial	Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s 11	Annually	Low	Medium	2		Yes
27	162	2024162	Maintenance and Security of Deeds of ownership etc.	To ensure security of records.		Majority of Title Deeds are registered at HM Land Registry Responsibility for security rests with Clerk. Ensure that all deeds and relevant documentation held in fireproof cabinet/safe or otherwise deposited with appropriate third party for safe keeping.	Administration/Legal	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Medium	2		Yes
25	163	2024163	Maintenance of Asset Register	To ensure that all assets of the council are properly recorded.		Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded. All assets of the Council are listed on an Assets Register which is updated on an annual basis and cross referenced with the insurance schedule.	Administration/Legal	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Medium	2		Yes
21	156	2024156	Maintenance of land including grass cutting	To ensure that council assets are properly maintained.		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 and recorded.	Environmental	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Low	1		Yes
413	157	2024157	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism.		Land is inspected on a regular basis. Security is reviewed regularly and local police are consulted as and when required. The Council will instigate legal action against perpetrators where appropriate.	Environmental	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Medium	2		Yes
20	158	2024158	Fly tipping	To minimize risks associated with fly tipping.		Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. All Council owned land is inspected on a regular basis. Members of the public are encouraged to report any issues they identify.	Environmental	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Medium	Low	2		Yes

	784	2024784	Failure to comply within consultation deadline.	To meet consultation timetable.		Ensure adequate number of Planning and Environment committee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Environmental	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Low	1		Yes
23	159	2024159	Inadequate budget provision	To ensure proper budget provision.		Ensure that all anticipated income/costs are provided for in Budgetary process.	Financial	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	High	3		Yes
24	160	2024160	Failure to review rents and other charges	To ensure that all rents and charges are subject to review.		All rents and charges are subject to review as part of the budgetary process. Contractual conditions for review of land rents etc. are strictly adhered to.	Financial	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Low	1		Yes
26	161	2024161	Failure to collect income	To minimize risk of loss.		Maintain records of all rents, tithes etc. due from land holdings. Ensure that conditions of contracts are adhered to. Clerk responsible for collection of income All income due to the Council and received is properly recorded.	Financial	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Low	1		Yes
239	151	2024151	Public/Personal Injury	To minimize risk of injury.		Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimised and eliminated wherever possible.	Physical	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	High	3		Yes
235	152	2024152	Maintenance of fences, hedges, gates, footpaths etc.	To ensure proper maintenance of council owned assets.		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 and recorded.	Physical	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Low	1		Yes
230	153	2024153	Security of equipment	To ensure that proper security arrangements are in place.		Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Physical	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Medium	2		Yes
428	154	2024154	Maintenance of furniture	To ensure proper maintenance of council assets.		Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage. Ensure that any service contracts are place.	Physical	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Monthly	Low	Low	1		Yes
414	155	2024155	Unauthorised access/trespass	To maintain security of council assets.		Council has policies in place for access to land. Appropriate signage is in place. Council liaises with local police as and when required. The Council will instigate appropriate action against offenders.	Physical	Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	Local Government Act 1972 s 124, 126, and 127, Local	Annually	Low	Low	1		Yes
355	31	202431	Failure to meet statutory duty on meetings	All Meetings open to everyone.	Standing Orders on Conduct	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. Attendance records are maintained.	Administration/Legal	Meeting of the Council	Duty to meet	s 12 Local Government Act 1972	Monthly	Low	Medium	2		Yes
34	32	202432	Failure to report Council business in Minutes	Proper recording of council minutes.		Ensure proper, timely and accurate recording of Council business in the minutes. Minutes drafted within 7 days of meeting taking place. All minutes comply with the requirements of LGA 1972. Resolutions clearly identifiable. Accurate minute numbering, signed and paginated.	Administration/Legal	Meeting of the Council	Duty to meet	s 12 Local Government Act 1972	Quarterly	Low	Medium	2		Yes
36	33	202433	Failure to comply with new Regulations /Legislation	All Meetings open to everyone.	Standing Orders on Conduct	Clerk to keep up to date with changing regulations/legislation and undertake training as required. Council to ensure membership of appropriate local/national associations is maintained. Council to continue to subscribe to appropriate publications. Encourage staff networking.	Administration/Legal	Meeting of the Council	Duty to meet	s 12 Local Government Act 1972	Monthly	Low	Medium	2		Yes
40	34	202434	Failure to respond to the elector's wish to exercise its rights	All Meetings open to everyone.	Standing Orders on Conduct	Ensure members and staff are aware of Electors' Rights. Ensure that time is set aside prior to the start of each meeting for members questions and comments. Follow procedures for dealing with enquiries.	Administration/Legal	Meeting of the Council	Duty to meet	s 12 Local Government Act 1972	Annually	Low	Medium	2		Yes
0	360	2024360	Disability & Discrimination Act	Ensure that provisions of the act are met.		Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Administration/Legal	Meeting of the Council	Duty to meet	s 12 Local Government Act 1972	Annually	Low	Medium	2		Yes
0	126	2024126	Absence of agreements with users, permits etc	To facilitate control of facilities.		Ensure that signed contracts/agreements/permits are in place where necessary. Maintain a register of users.	Administration/Legal	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually	Low	Low	1		Yes
433	121	2024121	Fly tipping	To minimise the impact of fly tipping and associated health/safety risk.		Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies.	Environmental	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Weekly	Medium	Low	2		Yes
320	122	2024122	Pollution	To minimize risk/complaint arising from pollution at council owned facilities.		Carry out regular site inspections. Record all complaints received and ensure that they are investigated and prompt action taken where appropriate. Liaise with local enforcement agencies.	Environmental	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	As and when	Low	Medium	2		Yes
0	368	2024368	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising		Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Environmental	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Monthly	Low	Low	1		Yes
0	123	2024123	Failure to review charges	To ensure that all charges are reviewed annually.		Ensure that all charges are reviewed as an integral part of the budgetary process.	Financial	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually	Low	Low	1		Yes
0	124	2024124	Failure to collect all income due to the council	To maximise income and minimize risk of loss.		Clerk is responsible for collecting 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.	Financial	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Monthly	Low	Low	1		Yes
0	125	2024125	Inadequate budget provision	To ensure proper financial provision.		Ensure that service income/expenditure is detailed in budgetary process.	Financial	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually	Low	Medium	2		Yes
441	117	2024117	Personal injury.	To minimize the risk of personal injury to persons using council facilities.		Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place and detailed records maintained.	Physical	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually	Low	High	3		Yes

315	118	2024118	Property Maintenance	Top ensure that all council assets are properly maintained.		Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place.	Physical	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10		Annually	Low	Medium	2	Yes
318	119	2024119	Stock control	To minimize risk of loss.		Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences.	Physical	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10		Annually	Low	Medium	2	Yes
	779	2024779	Failure to provide adequate staff training in the use of dangerous machinery and the	To ensure that all staff have appropriate training.		Determine Council policy for training. Ensure that all staff receive appropriate training where necessary. Ensure that any necessary licences, certificates for use have been obtained. Maintain records of training provided.	Physical	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10		Quarterly	Low	Low	1	Yes
	780	2024780	Injury to public or employees as a result of defective vehicles or machinery.	To ensure that any conditions that might lead to personal injury are minimised and		Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained equipment is available as appropriate. Ensure that any risks to the public are minimised and eliminated wherever possible.	Physical	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10		Quarterly	Low	Medium	2	Yes
	781	2024781	Protection of manual workers from health risks associated with the land.	To minimise health and safety risks .	To maintain a high standard of Health & Safety.	Define standards required. Provide for any necessary training. Provide for appropriate protective clothing. Ensure any hazardous material is properly dealt with.	Physical	Open spaces	Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10		Quarterly	Low	High	3	Yes
202	54	202454	Failure to comply within consultation deadline	To meet consultation timetable.	Ensure the reduction in antisocial behaviour is considered.	Planning applications are considered at full Council meetings. During Summer and Christmas recess adequate delegated arrangements are made to ensure timely consideration and responses are provided. Responses to planning applications are e-mailed to the Planning Authority the day after the	Environmental	Planning & Development	Rights of consultation	Localism Act 2011, s9. Town and Country Planing Act 1990,		Annually	Low	Low	1	Yes
0	324	2024324	Inadequate maintenance of records	To maintain a register of complaints/injuries and action taken.	Complete complaint etc. register as required.	To ensure that proper records of all complaints/injuries are maintained.	Administration/Legal	Play Areas	Power to provide	s 19 Local Government(Misc Provisions) Act 1976		Annually	Low	Medium	2	Yes
0	323	2024323	Inadequate insurance cover	To ensure that council has adequate insurance.	Review insurance cover.	To include all relevant risks on the Council's insurance policy.	Financial	Play Areas	Power to provide	s 19 Local Government(Misc Provisions) Act 1976		Annually	Low	High	3	Yes
0	344	2024344	Inadequate budget provision	To ensure proper financial provision.		Ensure that service requirements are detailed in annual budget process.	Financial	Play Areas	Power to provide	s 19 Local Government(Misc Provisions) Act 1976		Annually	Low	Medium	2	Yes
0	322	2024322	Personal Injury	To ensure play surfaces & equipment are in a safe condition.	Ensure that all controls are in place.	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 RoSPA inspector. All high and medium risks identified in the RoSPA report are actioned and removed. Low risk	Physical	Play Areas	Power to provide	s 19 Local Government(Misc Provisions) Act 1976		Daily	Low	High	3	Yes
0	346	2024346	Inadequate budget provision	To ensure proper financial provision		Ensure service requirement is included in annual budgetary process.	Financial	Provision of Website/Internet	Power to provide 'free resource'	s 137 Local Government Act 1972	Low	Annually	Low	Medium	2	Yes
348	28	202428	Failure of Website/Internet Providers	To maintain high standard of service provision.		Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Technical	Provision of Website/Internet	Power to provide 'free resource'	s 137 Local Government Act 1972	Low	Weekly	Low	Medium	2	Yes
0	372	2024372	Provision of inadequate standard of seating.	To minimise risk arising from provision.		Determine Council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers. All prospective donors are provided with a copy of the policy. Carry out inspection of all seating prior to acceptance.	Administration/Legal	Shelters & Seats	Power to provide	s 4 Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1	Yes
0	370	2024370	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising		Maintain liaison with enforcement agencies. The Council should instigate legal action against perpetrators where appropriate.	Environmental	Shelters & Seats	Power to provide	s 4 Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1	Yes
0	351	2024351	Fire	To safeguard against fire risk.		Ensure Health/Safety testing complete. Ensure appropriate staff training. Provide for strict security/control of combustible materials held by Council. Provide appropriate extinguishers etc.	Physical	Shelters & Seats	Power to provide	s 4 Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1	Yes
0	362	2024362	Injury or damage arising from use.	To minimise risk arising from use.		Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Physical	Shelters & Seats	Power to provide	s 4 Local Government (Miscellaneous Provisions) Act		Annually	Low	Medium	2	Yes
0	361	2024361	Provision of inadequate public seating	To ensure that standards as determined by council are met.	Determine policy for acceptance of seats. Include standards required and consider	Ensure that all applicants wishing to provide public seating are provided with a copy of the Council policy. Inspect all seats prior to acceptance to ensure required standards are met.	Technical	Shelters & Seats	Power to provide	s 4 Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1	Yes
0	371	2024371	Inadequate maintenance of shelters & seats	To minimise risk arising.		Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repair and maintenance.	Technical	Shelters & Seats	Power to provide	s 4 Local Government (Miscellaneous Provisions) Act		Annually	Low	Low	1	Yes
278	87	202487	Service level agreements	To ensure proper agreements in place.		Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Administration/Legal	Street/Footway Lighting	Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301		Annually	N/A	N/A	0	Yes
279	88	202488	Contracts with service providers	To ensure proper administrative arrangements.		Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Administration/Legal	Street/Footway Lighting	Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301		Annually	N/A	N/A	0	Yes
203	55	202455	Failure to provide lighting		Reduce fear of crime, improve road safety, reduce assault, public nuisance.	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.	Environmental	Street/Footway Lighting	Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301		Quarterly	Low	Low	1	Yes
293	84	202484	Fly posting	To minimize associated risk.		Define policy on fly posting. Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Environmental	Street/Footway Lighting	Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301		Annually	Low	Low	1	Yes

285	85	202485	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism.		Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Environmental	Street/Footway Lighting	Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually	Low	Low	1		Yes
290	86	202486	Inadequate budget provision	To provide for annual review of service requirements.		Ensure that service/facility requirements are detailed in budget process.	Financial	Street/Footway Lighting	Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually	Low	Low	1		Yes
281	82	202482	Maintenance			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 scheduled/completed.	Physical	Street/Footway Lighting	Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually	Low	Low	1		Yes
287	83	202483	Security of inspection plates etc.	To maintain service standards.		Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair.	Physical	Street/Footway Lighting	Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually	N/A	N/A	0		Yes
211	61	202461	Maintenance of register/records			Determine responsibility for maintenance of register. All planning applications are e-mailed/mailed directly to the Council, The planning applications form part of the Council minutes, so all decisions/comments are recorded within the Council minutes.	Administration/Legal	Town and Country Planning	Right to be notified of planning applications	Town and Country Planning Act 1990 s 1 (p8)	Annually	Low	Low	1		Yes
204	62	202462	Failure to meet consultation deadlines.	To meet consultation timetable.		Planning applications are considered monthly at full Council meetings. Delegated arrangements are made during the Summer and Christmas recess. Where necessary liaise with the Planning Authority for possible extension. Council responses to planning applications are submitted to the Planning Authority the day after	Administration/Legal	Town and Country Planning	Right to be notified of planning applications	Town and Country Planning Act 1990 s 1 (p8)	Annually	Low	Low	1		Yes
207	60	202460	Security of records	To safeguard planning records.		Planning records are held by the Planning Authority. Details of decisions taken by the Council are held with the minutes electronically as well as paper copies.	Physical	Town and Country Planning	Right to be notified of planning applications	Town and Country Planning Act 1990 s 1 (p8)	Annually	Low	Low	1		Yes
208	57	202457	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism.		Members of the public are encouraged to report any issues. Maintain liaison with local police. The Council will instigate legal action against perpetrators where appropriate. Ensure that the relevant insurance is held.	Physical	War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act	As and when	Low	Medium	2		Yes
469	313	2024313	Inadequate budget provision	To ensure annual service review.		Review service provision within annual budget process. Earmarked reserve fund is held for any unscheduled works that are required.	Physical	War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act	Annually	Low	Medium	2		Yes
0	359	2024359	Inadequate maintenance.	To maintain war memorial and the surrounding area to an acceptable standard		Define responsibility for maintenance. War memorial is inspected on a regular basis with any works identified being undertaken by a professional contractor. Maintain detailed records of all work scheduled/completed.	Physical	War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act	Annually	Low	Medium	2		Yes
0	316	2024316	Ownership and Control of Universal Resource Locator (URL)	To ensure that council has full control of website.		Ensure that Clerk to the Council is listed as registrant of website when web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by Council. Ensure that Council has full details of web address, account name, username and password to	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Medium	2	Clerk & RFO	Yes
457	321	2024321	Content	To maintain effective administration.	To have proper control of web-site	Ensure that all content is specifically approved by Council. Lead Councillor has been appointed to oversee the Council's communication policy. Councillors are regularly asked for feedback on Council website.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142		Low	Low	1	Clerk & RFO	Yes
464	373	2024373	Insurance	To protect council.	To minimize risk	Ensure that appropriate insurance cover is held by Council.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142		N/A	N/A	0	Clerk & RFO	Yes
0	374	2024374	Availability of Software tools to build and manage site	To ensure that the council has full control of website.		Ensure that the Council controls ownership of the necessary software including website editor, FTP (File Transfer Tool), anti virus software, image management software and a word processor.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	As and when	Low	Low	1	Clerk & RFO	Yes
0	375	2024375	Risk arising from use of unlicensed software	To ensure that the council is protected from charges of condoning use of unlicensed		The Council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the Council.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Medium	2	Clerk & RFO	Yes
0	376	2024376	Dependence upon an individual	To ensure that the site activity is not restricted to one person.		Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Medium	Low	2	Clerk & RFO	Yes
0	377	2024377	Loss of Data/ Inability to access backup	To avoid risk arising from loss of data.		Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed time scale. Where website is subject to outside management carry out monthly review and ensure that the Service Level Agreement is in place and adhered to.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Monthly	Low	Low	1	Clerk & RFO	Yes
0	381	2024381	Non compliance with Freedom of Information Act	To minimise risk.		Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the Clerk to the Council and alternatively via the website.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Medium	2	Clerk & RFO	Yes
0	382	2024382	Non conformance with the Data Protection Act	To minimise risk.		Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed. The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights;	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	As and when	Low	Medium	2	Clerk & RFO	Yes
0	383	2024383	Lack of motivation for continued management of website.	To minimise risk.		Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content and development.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Quarterly	Low	Low	1	Clerk & RFO	Yes
0	385	2024385	Lack of visibility of visitor numbers.	To maintain adequate statistics.		Ensure that a website statistics package is available on site. Ensure that website statistics are available to Council and are regularly reported to the appropriate Council/committee meeting. Ensure that examination of detail is an integral part of the process.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Low	1	Clerk & RFO	Yes
0	386	2024386	Compromise of copyright by inclusion of website links or frames.	To minimise risk.		If website contains links to other sites ensure permission of destination website is prerequisite.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Medium	2	Clerk & RFO	Yes

0	387	2024387	Confusion arising from links to external websites	To minimise risk.	Ensure that adequate control is in place and that website makes clear Council privacy policy that it is not responsible for the privacy practices or the content of external websites.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Low	1	Clerk & RFO	Yes
0	388	2024388	The placing of information on site that may put people at risk.	To minimise risk.	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved. Only designated personnel are able to upload information on website.	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Medium	2	Clerk & RFO	Yes
0	389	2024389	Risk arising from paid advertising	To minimise risk.	Determine Council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards. Formulate Terms & Conditions for advertisers, including refund policy should advert be	Administration/Legal	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	N/A	N/A	0	Clerk & RFO	Yes
0	378	2024378	Inadequate control of website	To minimise risk arising from third party input.	Ensure in all circumstances where third party is involved in design and control of website that a written formal agreement is in place that details financial and other responsibilities between the Council and third party(s). Issue a set of written guidelines controlling site content.	Technical	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Low	1	Clerk & RFO	Yes
0	379	2024379	Risk arising from poor design / appearance of website	To minimise risk arising from poor design.	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that Council is provided with full details prior to implementation.	Technical	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	As and when	Low	Low	1	Clerk & RFO	Yes
0	380	2024380	Failure to meet needs/expectations of visitors to site.	To minimise risk.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary.	Technical	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Annually	Low	Low	1	Clerk & RFO	Yes
0	384	2024384	Lack of visibility of website to search engines	To minimise risk and maximise visitor numbers.	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider/Google regularly visits the site and is updated as required.	Technical	Web Sites	Power for councils to have their own websites	Local Government Act 1972, s 142	Quarterly	Medium	Low	2	Clerk & RFO	Yes