



Pattishall Parish Council - Risk Assessment Register

Area	Risk	Level	Comments
Assets	Protection of physical assets	M	All assets to be insured
	Security of buildings and equipment	M	There is no Parish Office but the laptop and mobile phone are kept in the Clerk's home and are maintained and insured
	Maintenance of buildings	M	Store in the Garden of Remembrance is insured and regularly checked
	Street Furniture (see Asset Register)	M	Reviewed annually and records maintained on Parish Mapping System
Finance	Banking		Unity Trust
	Risk of consequential loss of income	M	Insurance cover by Clear Councils
	Loss of cash through theft and dishonesty	M	Insurance cover and duplicate signatory requirements
	Financial controls and records	M	Monthly reconciliation undertaken and reported to council 2 bank authorisations required for banking transfers and payments Internal NALC independent audit and external audit PKF Littlejohn LLP
	Comply with HMRC Regulations	M	Use a helpline when necessary. VAT payments and claims on spreadsheet. Annual claim undertaken Council uses a payroll service provider
	Sound budgeting to underlie annual precept	M	Councillors discuss and propose a budget in late autumn. Budget and precept derived directly from this.

			Expenditure against budget reported to Council
	Complying with borrowing restrictions	L	No borrowing is present
Liability	Risk to third party, property or individuals	M	Insurance in place. Risk assessment of individual events carried out as necessary
	Legal liability as consequence of asset ownership(see list of assets)	M	Insurance in place. Monthly checks reported to council
Employer Liability	Comply with Employment Law	L	Clerk is a member of SLCC and Council is a member of NCALC
	Comply with Inland Revenue requirements	M	Regular advice from HMRC Internal and external auditors carry out checks Council uses a professional payroll service for Clerk's PAYE/Tax returns
	Safety of staff and visitors	L	There is no Parish Office
Legal Liability	Ensuring activities are within legal powers	M	Clerk to clarify legal position on any new proposal Legal advice to be sought where necessary
	Proper and timely reporting via the minutes	L	Council meets monthly except for August Receives and approves minutes of meetings held in interim Minutes posted on website pattishallparish.gov.uk Minutes made available to press and public on request
	Proper documentation and data control	M	Copies kept in secure location in Clerk's home Data saved on laptop and minutes and accounts kept separately in secure location.
Councillors propriety	Register of gifts and hospitality in place	M	Register of interest completed. Gifts and hospitality registers are present at each council meeting. Agenda item annually Code of Conduct adhered to by Councillors

<p>IT Security</p>	<p>Risk of breach of sensitive and confidential Pattishall Parish Council data Risk of Breach of GDPR</p>	<p>M</p>	<p>PC transitioned to secure gov.uk email addresses for all Councillors. Creation of an IT Policy Clerk PC and phone have updated antivirus settings and passwords and data security Training Register set up Training of Councillors has been carried out on IT Security and Policy, Asset Mapping System, Data Protection and Assertion 10 PC has fully migrated onto secure website https://pattishallparish.gov.uk/ In process of organising multi factor authentication</p>
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