

## BURSTWICK PARISH COUNCIL Risk Assessment 2024-2025

Finance and management – duty to appoint appropriate officer to manage its finances / to create own financial regulations				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's home. Parish Council documents are saved on the laptop and onto Microsoft OneDrive / Cloud. Essential passwords are in a sealed dated envelope, held securely by the Chairman. If this envelope needs to be opened, it must be done so in the presence of two other councillors and be reported immediately to the Council. Passwords must then be changed. In the event of the Clerk being indisposed the Chairman to contact ERNLLCA for advice.	Existing procedures adequate. Review when necessary.
Precept	Adequacy of precept Requirements not submitted to ERYC Amount not received by ERYC	L L L	The Council reviews the Precept requirement annually at the November meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year. Three options for precept amounts are presented to the council for consideration. Council agrees precept that will deliver the budget whilst not overly increasing the charge on resident's council tax bills. This figure is submitted by the Clerk in writing to ERYC in December. The Clerk informs Council when the monies are received (April and September).	Existing procedure adequate.
Financial records and management	Inadequate records Financial irregularities	L L	The Council has Standing Orders and Financial Regulations that set out the requirements. Responsibility for record keeping lies with the RFO, who is also the Clerk. Accounts are internally audited at the year end, after 31 <sup>st</sup> March. Quarterly financial reports are submitted to the full council meeting. The council is provided with a working budget for the year and this is monitored quarterly.	Existing procedure adequate. Review the Financial Regulations when necessary.
Payments System	Failure to maintain an effective payments system	L	All payments to be supported by an invoice, details checked and entered into a cashbook. All payments to be approved by council and recorded in the minutes. All cheques and electronic payments are to be signed by two councillors as per the mandate. Signatories to endorse counterfoils and check payments against invoices. All expenditure to be monitored quarterly against the working budget.	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. Clerk reconciles the bank accounts once a month when the statements arrive. The Clerk reviews the Councils banking arrangements regularly.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.

Subject	Risk identified		Management / control of risk	Review/assess/revise
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations that set out the requirements. The Council has limited dealings in cash – mainly allotment receipts during April and May. Cash received is held securely at Clerks home and banked promptly. Clerk issues a receipt for cash received as standard procedure. The Council's insurance policy has a Fidelity Guarantee.	Existing procedure adequate. Review the Financial Regulations when necessary. Ensure Fidelity Insurance is adequate.
Reporting and auditing	Information communication Compliance	L M	A full list of payments and receipts and cheques to be signed is provided at each parish council meeting for approval. Council should regularly audit internally to comply with the Fidelity Guarantee. A budget monitoring statement is produced quarterly for discussion at that meeting.	Existing communication procedures adequate. Council annually to appoint a Councillor to check financial records for Fidelity compliance.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Unpaid invoices	L L L L	The Council has Financial Regulations that set out the requirements. At each Council meeting the list of invoices awaiting approval is distributed to Councillors and considered. Council approves the list of requests for payment. Unpaid invoices to the Council are pursued.	Existing procedure adequate. Review the Financial Regulations when necessary.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate. Parish Councillors request a copy of S137 rules if required.
Grants - receivable	Receipts of Grant	L	Any one-off grants awarded would come with terms and conditions to be satisfied.	Existing procedures adequate.
Charges - Rentals payable	Payments of leases/rentals	L	The Parish Council does not currently have any lease or rental agreements.	
Charges - Rents/ fees receivable	Receipt of rent or fees	L	Allotment rents – payable annually in April by cash, cheque or BACS. Rents are reviewed every year. Cemetery fees – usually paid direct by the funeral director. Fees are reviewed annually. Right of Way fee East Carr Lane – fixed charge paid annually by owners of Newbridge Farm. Wayleave Agreement -	Existing procedure adequate. Review rents every year.
Best value Accountability	Work awarded incorrectly Overspend on services	L L	As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods purchased. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Review Financial Regulations regularly.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	The Parish Council authorises the appointment of all employees at Council meetings. Salaries are assessed annually by the Council, using NJC rates and applied on 1st April each year. Staff salaries are paid by Standing Order for a set number of hours each month, council is advised of the amount and payslip and bank statement are checked for accuracy and signed at the meeting. The council pays for an external payroll service to determine pay and tax due. The Tax and NI contributions due are reported to the Council and are paid monthly. All Tax and NI payments are submitted to HMRC	Existing appointment and payment system is adequate.

			in the Employers End of Year Summary. All staff keep a record of hours worked and have a contract of employment and job description.	
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Asset Register	Failure to maintain record Legal liability of asset ownership Loss of assets	L L L	Clerk responsible for maintenance of asset register and ensures all acquisitions and disposals are recorded. Parish Council has public liability insurance in place. Maintain security of asset and appropriate insurance is in place.	Existing procedure adequate.
Election costs	Risk of an election cost	L-M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from ERYC for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.	Existing procedure adequate.
VAT	Re-claiming	L	Clerk keeps VAT record and total for the year is submitted to HMRC after 31 March.	Existing procedure adequate
Annual return	Submit within time limits	L	Annual Governance and Accountability Return for Smaller Authorities is completed by the clerk, approved at full council and signed by the Chairman and Clerk. Clerk ensures that the return is sent to the External Auditor within time limit.	Existing procedures adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All activities and payments are recorded in the minutes.
Council records - paper	Loss through: theft fire damage	L L L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Recent and historic materials are in a metal filing cabinet (not fireproof). Clerk deposits key documents in the archives at the Treasure House in Beverley.	Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases copied and deposited off-site.
Council records - electronic	Loss through: Theft, fire, damage Corruption of computer	L L	The Parish Council's electronic records are stored on a Council computer at the Clerk's home. All records are backed up on Microsoft OneDrive/Cloud.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L	Data Protection policy is in place and will be reviewed every two years.	Existing procedure adequate.
Freedom of Information Act	Policy Provision	L	Publication scheme for Local Councils is in place and will be reviewed every two years. The parish council is also registered with the Information Commissioner as a data controller.	Existing procedure adequate.

<b>Employment of staff – power to appoint officers</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Employment law	Failure to comply with the law	L-M	Ensure all employees have a contract. Be aware of new legislation. Arrange necessary training to fulfil requirements.	Existing procedure adequate.
Staff morale	Lack of employee motivation/efficiency	L-M	Ensure all employees have a job description. Arrange annual appraisal. Provide relevant training if required.	Existing procedure adequate. Gardener does not have a job description
Training	Lack of training	L	Regularly review training needed. Discuss and record training needs in annual appraisal. Take advantage of training offered by ERNLLCA. Parish council has training budget for councillors and staff.	Existing procedure adequate.
Key Staff	Loss of key staff	L	Clerk has key procedures documented and templates of key regularly used documents.	Review periodically.
Office accommodation	Unsafe working conditions Health and safety at work	L	Two employees work from home in an office with a suitable desk and office chair. Employees to ensure the space is kept tidy, office stationery and parish documents are stored appropriately and floor space free from trip hazards.	Review periodically.
Computing	Loss from theft Loss / damage from misuse Crash of IT system	L L L	Parish Council laptop kept in office at home. Office door may be lockable and the property may be protected by a burglar alarm. New laptop bought in 2020 and have subscription to Microsoft Office 365 which allows documents to be stored on OneDrive.	Existing procedure adequate.

<b>Council meetings – duty to meet / duty to adopt a code of conduct</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Meeting summons	Failure to meet statutory duty	L	All members are notified of a meeting by email. Agenda and meeting notice are displayed on the notice board, 3 clear working days. Ensure meeting is quorate and maintain attendance records. Take accurate minutes, ensure they are signed by the chair and keep on file.	Existing procedure adequate.
Venue	Access Personal injury	L L	Meetings are held at the Village Hall; the venue has disabled access. Parish Council has public liability insurance in place.	Existing procedure adequate.
Law and legislation	Failure to comply	L	Ensure clerk and councillors have access to training if required. Parish council are members of ERNLLCA. Clerk holds Certificate in Local Council Administration (CILCA) or will work to obtain CILCA in the future.	Review periodically.
Minutes	Failure to report council business in minutes	L	Clerk to take accurate recording of council business in the minutes. Clerk ensures all minutes are signed. Maintain master copies in file.	Existing procedure adequate.
Code of conduct	Non-adoption	L	All councillors adopt the ERYC member's code of conduct when they accept office,	Existing procedure adequate.

			refresher training is provided when necessary.	
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<b>Allotments – powers to provide allotments, duty to provide allotments if demand is unsatisfied</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Legal / admin	Uncompleted tenancy agreements	L	New tenants sign the agreement before taking the allotment. Clerk to maintain allotment register and waiting list. Agreement is reviewed every two years.	Existing procedure adequate.
Health and Safety	Personal injury Adequate insurance cover	L L	Parish Council has adequate public liability insurance in place. The allotments are inspected regularly and any concerns are brought back to full council meeting for discussion and action.	Existing procedure adequate.
Environmental	Vermin  Vandalism Dumping / hazardous waste Accumulation of rubbish  Loss/damage to water supply  Untidy plots Vacant plots	L  L L L  L  L L	Tenancy agreement sets out standards of cleanliness, council to make arrangements to deal with problems. Review security, inspect site regular and inform police if vandalism occurs. Inspect site regularly, enforce tenancy agreement and liaise with police/ERYC. Inspect site regularly, enforce tenancy agreement and make arrangements for removal. Inspect site regularly, allotment holders' alert Clerk of fault, parish council contractor to fix Inspect site regularly, enforce tenancy agreement and serve notice if necessary. Clerk maintains waiting list, advertise on website and noticeboard.	Existing procedure adequate.
Financial	Failure to collect rents	L	Clerk responsible for collection of rents and maintains records of income received and banked. Enforce tenancy agreement. Rents are reviewed every year.	Existing procedure adequate.
Physical	Security	L	Responsibility of allotment holders is clearly defined in tenancy agreement. Parish council have warning signs at allotment entrances re: trespassing.	Existing procedure adequate.

<b>Cemetery – power to provide</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Environmental	Dog fouling Vandalism Maintenance / grass cutting	L L L	Appropriate warning signs at entrance, inform ERYC dog wardens if problem. Liaise with police and take appropriate action. Parish gardener regularly cuts the grass. Committee to inspect site regularly.	Existing procedure adequate.
Financial	Failure to collect fees Failure to review charges	L L	Clerk is responsible for issuing invoices and banking fees received. Parish Council review fees annually in November.	Existing procedure adequate.
Health and Safety	Personal injury Headstones / kerbstones safety	L L	Inspect site regularly and act on feedback from parish gardener re safety issues. Cemetery regulations have clear guidance on dimensions of headstones. Adequate public liability and employers insurance in place.	Existing procedure adequate.
Physical	Maintenance of buildings  Theft Fire	L  L L	Parish council responsible for maintenance of cemetery shed, building inspected regularly and maintain records of work scheduled/completed. Ensure the security of all equipment, maintain asset register and alert police.	Existing procedure adequate.

<b>Festive Field – power to acquire and maintain land for public recreation</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Legal / admin	Absence of agreement with users	L	Ensure that signed agreements are in place where necessary. Maintain a register of users.	Existing procedure adequate.
Environmental	Vandalism Flytipping	L L	Maintain security of site, liaise with local police re: incidents and take action against offenders Inspect site regularly, liaise with EA and ERYC, and enforce regulations as appropriate.	Existing procedure adequate.
Financial	Inadequate budget provision	L	Ensure expenditure is outlined in annual working budget.	Existing procedure adequate.
Physical	Maintenance	L	Grass and hedges are cut regularly by the parish gardener. Site is inspected regularly concerns to be raised via Clerk for reporting to full Council. Drain clearance is facilitated by council as 50% riparian owner.	Existing procedure adequate.
Health and safety	Personal injury	L	Site is inspected regularly, ensure that appropriate signage is in place. Adequate public liability and employers insurance in place.	Existing procedure adequate.

<b>Bus Shelter (Station Road) – power to provide and maintain shelters</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Admin/legal	Absence of highway authority licence Provision of adequate insurance cover	L L	Maintain register of licence requirements. Carry out periodic review. Adequate public liability and employers insurance in place.	Existing procedure adequate.
Environmental	Vandalism Cleaning Design / position	L L L	Arrange regular monitoring of site, liaise with police and take appropriate action against offenders. Inspect regularly and clean when needed. Ensure design of the shelter is in keeping with the village, ensure its properly sited.	Existing procedure adequate.
Physical	Maintenance	L	Ensure that property is entered on a schedule for periodic maintenance, maintain records and carry out periodic physical inspection.	Existing procedure adequate.

<b>Village signs – power to erect (with Highway Authority approval)</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Admin/legal	Failure to obtain necessary approval	L L	Full Council to agree location of new sign, Clerk to seek permission from ERYC Highways dept.	Existing procedure adequate.
Financial	Inadequate budget provision	L	Budget has provision for repairs.	Existing procedure adequate.
Physical	Inadequate maintenance Vandalism	L L	Parish Council is responsible for the signs it erects, ERYC is responsible for all other village/road signs. Inspect signs regularly and arrange for repairs as required. Inspect signs regularly, liaise with police and take appropriate action.	Existing procedure adequate.

<b>Town and Country Planning – right to be notified of planning applications</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Admin/legal	Failure to meet consultation deadline	L L	Ensure applications are discussed at next full Council meeting, Clerk to arrange for an extension from ERYC, where possible.	Existing procedure adequate.
Admin / legal	Maintenance of records	L	Clerk records decision taken in the minutes and notifies ERYC using the electronic public access system to log consultee comments.	Existing procedure adequate.
Physical	Security of records	L	Clerk is responsible for keeping the previous years paper copy of plans and destroy them after one year. ERYC converted to an electronic system in June 2016. All planning applications and the decisions can be viewed online via public access.	Existing procedure adequate.

<b>Street / footway lighting – power to light roads and public spaces</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Admin / legal	Contracts with service providers	L	A service level agreement is in place with ERYC and is reviewed annually.	Existing procedure adequate.
Environmental	Vandalism Fly posting Failure to provide lighting	L L L	Liaise with police and take appropriate action against offenders. Liaise with police and take appropriate action against offenders. Monitor SLA with ERYC, report faulty lights as soon as possible.	Existing procedure adequate.
Financial	Inadequate budget provision	L	Ensure that SLA costs are inputted into annual working budget.	Existing procedure adequate.
Physical	Security of inspection plates Maintenance	L L	Arrange for regular inspections, SLA in place for repairs. SLA in place, carry out regular inspections and maintain records.	Existing procedure adequate.

<b>War memorials – power to maintain, repair, protect and adapt war memorials</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Physical	Inadequate budget provision	M	Review service provision within annual budget process.	Existing procedure adequate.
Physical	Inadequate maintenance	M	Parish Council is responsible for maintenance, inspect regularly, clerk to keep records of work scheduled / completed.	Existing procedure adequate. Grants to be sought as part of community restoration project.
Physical	Vandalism	L	Liaise with local police, take appropriate action, appropriate insurance cover is in place.	Existing procedure adequate.



Play area – power to provide a wide range of recreational facilities				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Physical	Injury from slips and trips	M	Play area is inspected regularly and hazards removed when necessary. Grass cut regularly. Public liability insurance in place.	Existing procedure adequate.
Physical	Injury from falling from equipment	M	Equipment meets standards for correct height. Suitable surfaces are installed. Public liability insurance in place.	Existing procedure adequate.
Physical	Injury from splinters and finger traps	M	Wooden equipment is checked regularly and any rough surfaces are dealt with  Equipment is subject to a quarterly operational inspection by the parish council, school caretaker inspects daily during term time	Existing procedure adequate.
Physical	Vandalism / arson Litter and smashed glass	M	Play area checked every day during term time and is covered by the schools CCTV, signs in place Litter and glass is removed promptly by school caretaker or parish gardener. Adequate insurance cover for the equipment is in place.	Existing procedure adequate.
Financial	Lack of budget for repairs / new equipment	M-H	The parish councils budgets for an annual amount to cover small repairs and annual independent safety inspection. There is no budget for new pieces of equipment as these are very costly – this is a risk as the play area gets older. There are local sources of grant funding that the council can use to purchase new replacement equipment, but these are not guaranteed and are time limited.	Council to gradually increase annual play area budget

Village Hall – power to acquire and provide buildings for public meetings and assemblies				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Admin / legal	<p>Failure to complete user agreement</p> <p>Failure to obtain necessary licenses</p> <p>Absence of service level agreements (SLAs)</p> <p>Maintenance of diary of events</p> <p>Inadequate representation on management committee</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>Management Committee responsible for day-to-day running of the hall and is supported by a Village Hall Clerk.</p> <p>Completed booking form needed before hall can be hired.</p> <p>Review conditions of use annually.</p> <p>Determine who is responsible and maintain records.</p> <p>Ensure that all SLA's are fully completed and operational, monitor performance and review annually.</p> <p>Village Hall clerk responsibility, must have completed booking form before hall can be hired.</p> <p>All bookings to be cross referenced to account/receipt number and filed.</p> <p>Arrange the appointment of parish council reps as set out in the Terms of Reference</p>	Existing procedure adequate.
Environmental	Noise pollution	L	Management Committee to set out conditions in hire agreement, carry out regular site inspections, maintain record of complaints and take appropriate action, liaise with police when necessary.	Existing procedure adequate.
Financial	<p>Inadequate budget provision</p> <p>Failure to collect income</p> <p>Failure to set/review charges</p>	<p>L</p> <p>L</p> <p>L</p>	<p>Village Hall Clerk to set out an annual working budget.</p> <p>Village Hall Clerk to lead on this, ensure all income due is properly recorded, issue receipts for all income received, arrange for prompt banking of income, follow procedure for reminders of unpaid accounts, take appropriate recovery action where necessary, arrange for internal audit of accounts and parish council approval required for write off of bad debts.</p> <p>All charges to be reviewed annually as part of the budget process.</p>	Existing procedure adequate.
Physical	<p>Theft</p> <p>Vandalism</p>	<p>L</p> <p>L</p>	<p>Management Committee is responsible for security, security of all plant, equipment and premises is a priority, provide staff training, maintain asset register, and liaise with police when necessary.</p> <p>Maintain security, liaise with police and take action against offenders when necessary.</p> <p>Premises has CCTV installed 2023.</p>	Existing procedure adequate.
Physical	Hazardous substances	<p>L</p> <p>L</p> <p>L</p>	Management Committee responsible for use and control, provide training and appropriate protective clothing, ensure necessary licences and certificates for use have been obtained, ensure security is sound, ensure that any disposals are properly dealt with, maintain proper records. Details and procedures are recorded in the health and safety file kept in the hall.	Existing procedure adequate.
Physical	Stock control	L	Management Committee is responsible for stock, arrange regular stock takes, reconcile stock to sales / usage, investigate any significant differences and maintain stock records.	Existing procedure adequate.
Physical	Maintenance of building	L	Management Committee is responsible for maintenance, to carryout regular inspection of the building, where appropriate proper contractual arrangements are in place, arrange staff training where required, maintain records of all work scheduled and completed	Existing procedure adequate.

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Physical	Fire	L	Ensure that health and safety testing is complete, ensure appropriate staff training, provide strict security / control of combustible materials stored at hall, provide appropriate extinguishers, ensure appropriate fire exit signs in place, ensure appropriate regs/controls in the hire agreement.	Existing procedure adequate.

Website – power for councils to have their own website				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Admin/legal	Lack of motivation for continued management of website	L	Recognise risks with poor site maintenance and development, ensure that proper recognition is given to site manager, review content regularly, and consider setting up a small committee to support ongoing development of website.	Existing procedure adequate.
Admin / legal	Availability of software tools to manage site	L L	Ensure council controls ownership of software including website editor, file transfer tool, anti-virus software, image management software and a word processor.	Existing procedure adequate.
Admin / legal	Risk from using unlicensed software	L	Council to ensure only properly licenced software is used and maintain records of software used to build and manage site.	Existing procedure adequate.
Admin / legal	Dependence upon an individual	L	Clerk and councillor maintain website.  Contractor appointed in 2021 to maintain system and security updates. Contractor changed in 2023.	Existing procedure adequate.
Admin / legal	Loss of data / unable to access backup	L	Contractor is responsible for regularly quarterly backups of the website.	Existing procedure adequate.
Admin / legal	Content	L	Ensure that content is approved by the council.	Existing procedure adequate.
Admin / legal	Non-compliance with Data protection Act	L	When posting information to website ensure that permission is in place and eight principles of data protection have been followed.	Existing procedure adequate.
Admin / legal	Ownership and control of universal resource locator (URL)	L	Ensure web address to registered to the clerk to the council, ensure hosting charges and domain renewal charges are budgeted for, ensure that the 2 people responsible for website management have full details of web address, account name, user name and password.	Existing procedure adequate.
Admin / legal	Insurance	L	Ensure that appropriate insurance cover is held by the council.	Existing procedure adequate.
Admin / legal	Compromise of copyright by inclusion of website links or frames	L	If website contains links to other sites ask for permission from destination website.	Existing procedure adequate.
Admin / legal	Confusion arising from links to external websites	L	Clearly state that the council is not responsible for content of external websites.	Existing procedure adequate.
Admin / legal	The placing of information on site that may put people at risk	L	Ensure all involved are aware of the risks involved when publishing information regarding individuals / groups of individuals. Data Protection Policy provides best	Existing procedure adequate.

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Admin / legal	Risk arising from paid advertising	L	The council does not have any advertng on website at the moment.	N/A.
Admin / legal	Non-compliance with the Freedom of Information act	L	Ensure that legal requirements are met in full, ensure that all information, as declared in the council model publication, is available via the clerk.	Publication scheme in place.
Technical	Lack of visibility of website to search engines	L	Ensure the site is registered with leading search engines.	Existing procedure adequate.
Technical	Failure to meet needs/expectations of visitors to site	L	Employ suitable skilled person to develop site, maintain record of all views, comments and complaints, regularly review website and its contents, and maintain dialogue with site visitors.	Existing procedure adequate.
Technical	Risk arising from poor design	L	Design is undertaken by qualified operators, view previously developed sites, set standards for design and ensure council has full details.	Existing procedure adequate.

Prepared by: Kerri Dawson, Parish Clerk and RFO

Adopted by Burstwick Parish Council on: 26<sup>th</sup> May 2022

Updated 26<sup>th</sup> March 2024 Minute reference: 2024/03/13

Signed by Chairman Mr D. James: *D James*

Signed by Clerk/RFO Kerri Dawson: *KLD Dawson*