SCOTTON PARISH COUNCIL
RISK MANAGEMENT

INTRODUCTION

It is the responsibility of the Clerk (or person acting in place of Clerk)to ensure that members are aware of the areas of risk. However, the Council has ultimate responsibility for decisions and action.

Area	Risk	Action
Assets	Protection	Insurance and security. Regular maintenance and inspections. Up to date asset register.
Finance	Cash loss Control	Insurance cover. Financial control. Regulations. Accounts. Budget. Payments. VAT Regulations. Reporting, balance. Internal & external auditing of accounts. Reserves policy for handling funds.
Public liability	Risk to third parties	Adequate insurance. Inspection. H & S checks.
Legal liability	Act within the law	Clerk to advise where appropriate. External advice when necessary. Minutes, etc. Attend training courses and seminars.
Member liability	Declarations of interest Gifts, hospitality	Featured on each agenda. Up to date Declaration of interest. Code of Conduct. Absenting oneself from meeting if pecuniary/non-pecuniary matter arises during a meeting.
Employer liability	Comply with the law	Comply with employment law. Issue and work within contracts of employment. Evaluate H & S issues.
Health and safety liability	Risk to members employees and members of the public	Regular checks. Comply with health and safety guidelines
GDPR	Risk to Members, employees and the public	Parish Council electronic device password protected, Parish Council members to operate a separate email account for council business, awareness and compliance with

		legislation including obtaining consent, having data retention limits and exercising right be forgotten
Data Protection	Risk to members, employees and the public	Awareness & compliance with DP regulations, clear Privacy notice & Statement. Transparency.
Freedom of Information	Risk to members, employees and the public	Awareness & compliance with FOI requests responding to requests against current legislation. Up to date with ICO registration. Avoiding data breaches with good policy and practice.

*This list is not comprehensive but indicative.