Neen Savage Parish Council

CHANGES (SINCE LAST REVIEW) HIGHLIGHTED IN YELLOW BOXES

Risk Assessments 2026-27

Subject	Perceived Risks	Action	Checked	Next Review
Data Protection	Non-compliance of legislation	Data Protection registered with ICO	Renew annually - February 2026	Review February 2027
	Breach of legislation	Data Protection Policy adopted March 2018	Reviewed May 2021	Review 2026
	Personal data breach	Lock office doors, password on laptop, back up of data.	Back up monthly	On-going
GDPR	Non-compliance and fines	Set up new Data Protection systems as GDPR came into force on 25th May 2018. Reviewed monthly during initial set-up period.	Reviewed May 2021	Review 2026
Freedom of Information	Non-compliance of legislation	Model Publication Scheme for Freedom of Information Policy adopted	Reviewed May 2021	Review 2026
Transparency Code	Non-compliance of legislation	Set-up web-site October 2017. Add information legally required.	Monthly - information added as available	On-going
Finance	Loss of money, mis-spending, mismanagement of public money	Financial Regulations adopted 5.10.10, review annually	Reviewed February 2026	Review May 2027
		Quarterly budget reviews and bank reconciliations	Oct 2025, Jan 2026, July 2026	Review Jan 2027
		Two signatures on all cheques, initial stubb and invoice at every meeting	As required.	On-going
		Budget/Precept for 2026-27 prepared in advance of Council meeting	Approved January 2026	Quarterly basis
Audit	Non-compliance of Audit regulations	Independent Internal Auditor appointed, Audit completed on time.	Report reviewed by Council June 2026	Annual Review May 2027
Risk Assessments	Negligence claims through non-compliance or liability	Review six-monthly and complete for additional risks/events	Reviewed April 2025, October 2025, April 2026	Review April 2027
Asset Register	Insufficient cover in event of claim, loss of asset	Update as required and review annually together with insurance cover	Reviewed April 2026	Review April 2027
Insurance	Insufficient cover in event of claim inc member or employee liability	Insurance reviewed annually and as required ie new purchases	Reviewed May 2026	Annual Review May 2027
Asset Protection	Theft/damage to Clerk's office or during transit	Back up all data and keep separate from laptop. Office locked when not in use	Daily	On-going
	Theft/damage to items kept at Parish Hall	Filing cabinet locked - Clerk has key.	Monthly	On-going
Land Ownership	Security of asset and liability prevention - Baveney Wood	Quarterly checks of land, undergrowth and trees	GH checked July 2020 and sent written report.	Inspection due
Land Ownership	Security of asset and liability prevention - Land around Parish Hall	Parish Hall Management Committee run hall/grounds and fishing rights	Annual check of all land inc riverbank by P Hall & NSPC	On-going
Land Management	Security of land and liability prevention - Pike Common	Rights and responsibilities for Pike Common on Commons Management Document	Monthly check and following extreme weather	Quarterly report to Council
BT Phone Box at Parish Hall grounds	Risk of damage to Phone Box, theft from Phone Box or injury to users.	Weekly checks by community as in prominent position. Any issues to be reported to Clerk. WI will check tourist information and book swap service running well. Six-monthly checks for general condition including access.	Weekly checks between Council, community and WI members	On-going
Bus Shelter at Barbrook	Damage by or to users	Checked monthly - any concerns reported for action.	Monthly as Agendas, Minutes and other notices published.	On-going
Notice Boards	Damage by or to users	Checked monthly - any concerns reported for action.	Monthly as Agendas, Minutes and other notices published.	On-going
Bench at Ford	Damage by or to users	Checked monthly - any concerns reported for action.	Bench replaced and safety post installed Dec 2018	On-going
Benches at Six Ashes	Damage by or to users or theft	Checked monthly - any concerns reported for action.	One bench stolen May 2022. Replaced October 2023	On-going
Planters at Six Ashes	Damage by or to users or theft	Checked monthly - any concerns reported for action.	Planters installed in November 2024.	On-going
Bench & tree on Green Lane	Damage by or to users	Checked monthly - any concerns reported for action.	Tree planted March 2022. Bench installed April 2022	On-going
Employees	Employment issues	Employment Policy in place. Annual appraisal.	Regular contact with Council members between members.	On-going
Wages & PAYE	Non-compliance of legislation	HMRC Basic Tools PAYE programme used.	Monthly payroll, RTI reporting and automatic updates.	On-going
		Clerk's salary and any PAYE/NI liability paid by cheque.	Salary reviewed - November 2025	At Appraisal
Procedures and policies	Legislation non-compliance, procedural malpractice, Complaints to Council	Standing Orders adopted, review annually	Reviewed March 2026	Annual Review May 2027
		Code of Practice for Handling Complaints adopted, review every four years from May 2021	Reviewed January 2026	Review February 2030
Councillors	Accusations of poor conduct,	Code of Conduct adopted by Council covering all members.	Current Code of Conduct adopted February 2026	On-going
	Accusations of non-declarations of interests	Register of Members interests and Declarations of Acceptance of Office completed May 2025 following election and co-options.	Remind Councillors monthly to declare any interests.	On-going

Updated 20th October 2026 Signed..... Clerk

Approved 28th October 2026 Signed..... Chairman