RISK ASSESSMENT

1. Introduction

This document sets out the risks identified for South Stoke Parish Council, including mitigations and scores relating the severity of impact and likelihood of the risk occurring.

2. Risk Identification

Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Loss or damage of physical council assets	Loss of village amenity	Identify mechanisms by which loss could occur: • Fire • Theft • Damage / Vandalism Council assets are fully insured with bespoke insurance suitable for Parish Councils and all insurances (list) are re-assessed annually on receipt of insurance policy renewal against the Asset Register	5	2	10
Council sued for either public liability or employer liability issue	Reputational risk Personal liability	Adequately covered by £10M public and £10M employer's liability. Excess is held in reserve.	1	6	6
Financial loss due to fraud, theft or dishonesty of employee	Legal action Loss of assets Potential insolvency	All payments from Council bank accounts to require two Councillors to review and authorise.	1	8	8
Risk of	Insufficient funds to	Any agency agreements held with Oxfordshire County	2	5	10

Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
consequential loss of income or the need to provide essential services following critical damage by a third party.	meet requirements. Current funding sources: • Precept • Advertising • Park Rental • Bank Interest • Grants • CIL	Council and South Oxfordshire District Council would be dealt with on an annual basis; also performance against contracts with grounds maintenance companies would be regularly checked and contracts re-tendered every three years if active. Banking arrangement are strictly managed. No borrowing or lending applies at this time. Budget signed off annually			
Grants to be paid back to grant body	Potential for insolvency	Recognise specific grant procedures when applied for. Ensure all procedures are followed. 50% of precept to be kept in reserve.	2	8	16
Data Protection Breach	Potential legal action	The Parish Council have appointed a Data Protection Officer (GDPR-info Ltd) who would handle any breach of personal data. The Clerk is the Data Processing Officer. The Parish Council have published a Privacy Policy, and are compliant with the GDPR legislation of May 2018. Risk of Data Breach is considered low.	2	5	10
Failure of council to meet statutory duties.	Vote of no confidence	Training provided for councillors and clerk. Access to the “Yellow book” Arnold Baker on Local Council Administration, membership of training and advisory bodies. Standing orders to be communicated to all new councillors and reviewed annually. Council minutes and documents audited.	2	3	6
Minutes are	Incorrect actions taken.	All decisions recorded within the minutes by the Clerk	1	2	2

Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
recorded incorrectly		and approved by councillors by the following meeting who have an opportunity to comment prior to sign off.			
Breach of confidentiality	Prosecution under Data Protection Act / GDPR	Review of personal data held carried out periodically. Training where necessary. The parish Council have appointed a Data Protection Officer who would handle any breach of personal data. The Clerk is the Data Processing Officer.	2	7	14
Financial management error	Potential for prosecution for fraud	See Financial Risk Assessment.	1	10	10
Fly tipping	Public nuisance and cost of remediation	None. When identified, police notified immediately.	5	4	20
Breach of duty with respect to disabled individuals	Prosecution under the Disabled Discrimination Act	The council has an Equal Opportunities Policy	1	8	8
Risk of budget overrun	Council becomes insolvent	See Financial Risk Assessment.	1	10	10
Website is hacked / misused	Poor public perception Potential for libel	Website routinely monitored / maintained and backed-up	4	7	28
Damaged to third parties from pot-holes on the access road to the rec	Potential legal action	the PC to hold public liability insurance. Inspections to be held annually and status reported to PC. Pot holes to be filled on an ad-hoc basis	8	3	24
Injury from slips and	Potential legal action	Keep grit bins filled during cold weather. Reminder to	6	4	24

Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
falls on PC owned land		be published annually asking residents to spread salt when needed. Annual monitoring in September.			
Injury / damage from falling trees / limbs	Potential legal action	Survey and take action as recommended. Survey to be carried out every 5 years.	4	8	32
Flooding / damage from flooding and associated health hazard caused by blocked drains	Potential legal action Damage to resident's property	Notify OCC as and when required.	3	7	21
Injury / infection from dog waste.	Potential legal action Poor public perception of council	Dog waste bins installed at strategic locations. Notices to require dog owners to clear up mess.	2	2	4
Injury from defective public seating	Potential legal action	Periodic checks to public benches.	2	5	10
Loss of council records / documents	Council would be unable to function fully. This would require significant effort to restore position.	IT systems backed up weekly (minimum). Records kept in secure cloud and backed up regularly. Anti-virus software kept up to date.	2	9	18
Employment tribunal claim raised	TBC	The council employs 1 person (the clerk). The clerk must sign a legally binding employment contract as based on the provided NALC template.	1	8	8

Risk Identification	Impact	Mitigation	Likelihood	Impact	Score
Councillors rule on matters they have an interest in.	Incorrect procedure followed. Potential for decisions to be questioned. Loss of reputation	A register of interests is held by SODC. All councillors have signed the Declaration of Acceptance of Office.	1	5	5
Damage or injury caused by electronic malfunction	Death	PAT testing of PC assets carried out.	1	10	10

3. Other Risks

Additional risks identified for the Slipway (yet to be acquired)

These risks to be ratified as and when the slipway comes into ownership of the PC include:
Damage / injury from slips / falls in the event of ice in and around the slipway
The water can be fast flowing. There is a risk to the public of drowning.
Cars and boat trailers maneuver in this area and there is a public right of way past the slipway. There is a risk of collision
This risk is repeated with boats loading / offloading.
The PC should consider the provision of a life ring and notices and this risk assessment should be updated once the slipway is acquired.

4. Likelihood and Impact Scoring Scale

Likelihood						
	10	20	40	60	80	100
	8	16	32	48	64	80

RISK
High

Likelihood	6	12	24	36	48	60
	4	8	16	24	32	40
	2	4	8	12	16	20
		2	4	6	8	10
		Impact				

Medium
Low

5. Review of the policy.
This policy will be reviewed annually.

Approved 09 June 2025
Risk Assessment