

General (Reputational) Risk Assessment – Wicklewood Parish Council

Topic	Risk Identified	Management of Risk	Person(s) responsible
To ensure that all councillors are aware of their responsibilities, and possible liabilities	<ul style="list-style-type: none"> <li>• Lack of knowledge of possible culpability of councillors</li> <li>• Inadequate insurance cover – property, personal liability, employer’s liability and public liability</li> </ul>	<ul style="list-style-type: none"> <li>• All councillors to be familiar with Standing Orders</li> <li>• All new councillors to attend Councillors’ Induction Training and other training courses as needs are identified</li> <li>• Council is insured for professional negligence, public and employer liability</li> </ul>	Councillors Clerk
To ensure all councillors and staff are aware of the need to be appropriate in any comments they make in the public arena (eg council meetings, social media)	<ul style="list-style-type: none"> <li>• Risk to reputation of Parish Council</li> <li>• Risk of charge of slander/libel</li> <li>• Risk of confusion of role of Parish Council</li> <li>• Risk of allegation of hate speech</li> </ul>	<ul style="list-style-type: none"> <li>• All councillors to be aware that they cannot speak on behalf of the Council unless that has been agreed by the Council.</li> <li>• All councillors to ensure that any comments and communications do not knowingly discriminate against any person’s protected characteristics (ie gender, gender identity, sexual orientation, race, religion, age, disability)</li> <li>• Wicklewood Parish Council does not have its own social media accounts</li> <li>• All councillors and staff are to ensure that any posts or comments they make on social media are their own opinion and do not intimate that they are the view of the council</li> <li>• Council is insured for professional negligence, slander and libel and has legal support cover</li> </ul>	Councillors Clerk Booking Clerk
Lack of understanding by the public of the work of the parish council and how to be involved	<ul style="list-style-type: none"> <li>• Risk to reputation of Parish Council</li> <li>• Risk of Parish Council not understanding the wishes of the parish</li> </ul>	<ul style="list-style-type: none"> <li>• Agendas and Minutes are placed on the village website in good time before and after the meetings</li> <li>• Residents are welcomed at every meeting and encouraged to take part in the public forum part of the meeting so that their concerns and wishes can be heard and taken into account as the council make their decisions</li> <li>• The roles and responsibilities and power and duties of the council are to be put on the village website</li> <li>• Vacancies on the council are advertised and open to all qualifying applicants</li> </ul>	Chair and Clerk
To ensure the Parish Council is adhering to data protection law	<ul style="list-style-type: none"> <li>• Parish Council fails to adhere to GDPR rules</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk has received GDPR training</li> <li>• The Parish Council is registered with the Information Commissioners Office</li> <li>• Minimal personal information is processed</li> </ul>	Clerk Councillors

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	<ul style="list-style-type: none"><li>• Complaints received due to data breach</li><li>• Complaint made to Information Commissioners Office</li></ul>	<ul style="list-style-type: none"><li>• Privacy notices are issued to allotment holders when they take on the lease</li><li>• Under Sect 7(3) of the DPA 2018, Parish Councils are not required to appoint a Data Protection Officer</li></ul>	

Reviewed and adopted by council on 3<sup>rd</sup> September 2023. To be reviewed September 2025