

Corporate Risk Assessment: 1. Administration					Responsible Officer: RFO / Full Council Committee
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Likelihood	Impact	Rating	
1	Poor financial management	1	3	3	Responsibility for the management of financial affairs and delegations clearly defined within Financial Regulations.
					RFO maintains an effective budgetary control/financial reporting system with reports presented to all spending Committees and ultimately PGF Committee.
					Standing Orders, Financial Regulations and Delegations reviewed regularly.
					Financial Regulations issued to all employees financial responsibilities.
					Formal appointment of internal auditor by PGF Committee.
					Council maintains an effective system of internal control and internal audit.
					Internal audit reports and any actions to be taken reported to Policy, Governance & Finance Committee.
					Effective budgetary control and financial reporting system maintained.
2	Non-compliance with statutory deadlines for completion, approval or submission of accounts and other financial statements.	1	3	3	Schedule for committee meetings set and updated regularly.
					RFO works with Rialtas (company who provide and support Omega financial software) to for any necessary advise on year end accounts and produce financial statement in good time.
					Critical dates logged in Council diary and monitored for action.
					Year-end accounts approved by Full Council on or before 30 June each year.
3	Failure to comply with Customs & Excise Regulations	1	3	3*	Value added tax is properly administered through the Omega financial software, with returns made electronically on a quarterly basis.
					RFO ensures all input tax and output tax is properly recorded on accounting package.
					Refer to guidance from HMRC where necessary, Sector specific advice available through NALC (National Association of Local Councils) and SLCC (Society of Local Councils). Specialist advice sought from DCK Accounting Solutions or the Parkinson Partnership where necessary.
					Partial exemption calculation undertaken on the Council's behalf by DCK Accounting Solutions.
4	Failure to maintain record of Council assets	1	2	2	RFO responsible for the maintenance of the asset register. This is to be migrated to the Omega accounting software module during 2026/27.

					All acquisitions/disposals are accurately and promptly recorded.
					Annual inventory checks undertaken by relevant officers for insurance purposes by 30 June each year.
5	Failure to comply with Inland Revenue Regulations	1	3	3	Salaries processed using SAGE Payroll Software which automatically deducts the appropriate rate of PAYE/NICs/ Pension etc.
					Comprehensive records kept of all calculations of income tax, national insurance and pension contributions deducted from pay, and are subject to periodic Internal Audit checks
					All sums due paid promptly within the deadlines set by HMRC by direct debit.
					RFO responsible for undertaking monthly returns to HMRC through Full Payment Submission.
					All necessary information including payslips, P45s and P60s issued to employees on a timely basis.
6	Theft, misappropriation or loss	1	3	3*	Council procedures for handling of cash are to be followed at all times and receipts are issued for all income.
					Responsibility determined for the management of any cash transactions.
					Training on financial management, procedures and monitoring given to all office staff.
					Increased use of Card Payment Machine has reduced number of cash transactions especially since Covid. Enhanced training to be given to staff in this regard.
					Secure arrangements are in place for all monies held prior to banking with safes on site. Large amounts of cash are banked immediately or as soon as practicable.
					Bank reconciliation reviewed by the RFO monthly, with PGF Committee receiving the monthly reconciliation together with the copy of the bank statement as at the last day of the month.

					<p>Petty cash float maintained at agreed level and kept in locked safe.</p> <p>All petty cash vouchers signed by recipient and authorised by the Officer with delegated authority.</p> <p>Reconciliation of petty cash undertaken each month by the Officer and cross checked by RFO.</p> <p>No personal cheques cashed or money borrowed.</p> <p>Only authorised staff are permitted to access safe.</p> <p>Safe kept locked unless items being removed or deposited.</p> <p>Banking of cash done discreetly and at varying times. Staff go directly to bank when making deposits, escorted as necessary depending on amount to be deposited.</p> <p>All financial and banking records monitored by RFO.</p> <p>Town Clerk/ Chief Executive is signatory for cheque payments up to £5,000 (Deputy Town Clerk and RFO may sign petty cash cheques up to £500). Town Clerk/ Chief Executive or Deputy Town Clerk authorise electronic payments of £5,000 or more.</p> <p>Two members are required to sign any cheques of £5,000 or more. One Member and either the Town Clerk/ Chief Executive or Deputy Town Clerk authorise electronic payments of £5,000 or more.</p> <p>Cheque books kept in RFO's locked cupboard and the safe.</p> <p>Cheques waiting for authorisation are held by a nominated officer until signed and then posted or issued promptly.</p> <p>Any lost or annulled cheques cancelled with the bank. Annulled cheques and cheque stubs are crossed through, signed and logged. They are then cancelled in the relevant cashbook.</p> <p>Council holds adequate fidelity guarantee insurance as well as all risks insurance covering theft of property and theft of cash.</p> <p>Codes and passwords changed when officer responsible for specific tasks changes.</p> <p>Internal audit used to test processes and procedures.</p>
					Regular back-ups taken of financial and payroll software.
7	Loss of RFO	1	3	3	<p>Town Clerk/ Chief Executive will liaise Chair of PSC/Leader of Council to organise cover for essential tasks by sector specialists such as DCK Beavers.</p> <p>Town Clerk/ Chief Executive to be appointed RFO pending recruitment.</p> <p>Recruitment to be organised.</p>

	<i>Reviewed by Town Clerk/ Chief Executive:</i>			<i>Date:</i>	
	<i>Approval by PGF Committee, signed by Chair:</i>			<i>Date:</i>	

Corporate Risk Assessment : 2. Banking and Investments					Responsible Officer: RFO / Full Council Committee
Ref No.	Hazard				Risk Control Measures
		Like - lihood	Impact	Rating	
1	Incorrect or illegal procedure	1	3	3*	Banking arrangements reviewed on a regular basis by PGF Committee. Bank accounts operated within fixed limits: see CRA 1.6 Codes and passwords changed when officer responsible for specific tasks changes. Bank account details & passcodes kept on system with restricted access.
2	To ensure integrity of investments and maintain proper records	1	2	2	Investment Strategy agreed and reviewed by PGF annually. Maintain effective internal audit. Regular reports of investments to PGF Committee including an annual report.
3	To and maximize return on investment	2	1	4	To carry out regular review to ensure maximum return is achieved commensurate with investment risk (see Investment Strategy).
4	To minimize risk arising from misappropriation or theft	1	3	3	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds are subject to Council approval in line with investment strategy. Ensure all transactions are subject to counter signatures of Clerk/authorised council members as necessary. Regular reports of investments to P&R Committee.
Reviewed by Town Clerk/ Chief Executive:					Date:
Approval by PGF Committee, signed by Chair:					Date:

Corporate Risk Assessment: 3. Expenditure					Responsible Officer: RFO/Full Council Committee
Ref No.	Hazard				Risk Control Measures
		Likelihood	Impact	Rating	
1	Failure to maintain an effective payments system Cheque and Electronic Payments:	1	3	3*	RFO responsible for control of expenditure and operates sound budgetary control for all expenditure.
					Expenditure within estimated budgets controlled by the Town Clerk & Chief Executive/RFO.
					Purchase orders raised for items of expenditure and matched with invoice for payment. Council transition to computerised order system (Rialtas software). This was scheduled to be rolled out to all officers during 2025/26. Now scheduled to be complete by 31 May 2026.
					All purchase orders coded to correct budget allocation and checked by office placing the order, the Admin. Support Assistant & Town Clerk/ Chief Executive before payment of invoice.
					All payments supported by an invoice/voucher – all details are checked input on accounting system and payment generated.
					The relevant Officer's signature to show final approval for payment.
					All payments (via a payments schedule) are approved by the PGF Committee
					All cheques raised must be authorised by the relevant Officer and countersigned by RFO before Town Clerk/ Chief Executive/Members sign the cheque per signing limits.
For payments over £5k all cheques and relevant invoices must be signed by two authorised Members and cheque number endorsed on cheque run summary. Electronic payments in excess of £5K must be authorized by (i) the Town Clerk/ Chief Executive or the Deputy Town Clerk and (ii) one Member.					
2	Incorrect payment	1	2	2	Invoices must be signed by the Officer receiving the goods as true and correct.
					Admin. Support Assistant cross checks purchase orders and invoices before raising cheque for payment or inputting invoices via electronic payments.
					RFO to ensure all expenditure within legal powers. NB the Council has attained the General Power of Competence.
3	Improper use of direct debit/ unauthorized payments made from bank account.	1	2	2	All DD mandates signed off by Town Clerk & Chief Executive.
					Limited use of direct debits and any new ones must be authorised by Town Clerk& Chief Executive/RFO prior to setting up.
					All bank accounts monitored by RFO on a twice daily basis so that any improper

					transactions can be addressed and in their absence Admin. Support Assistant Direct debit payments monitored twice daily by RFO and in their absence the Admin. Support Assistant.
4	Not achieving value for money	2	2	4*	<p>All purchases of goods and services must be made in accordance with the Council's Procurement Policy, the Financial Regulations and Standing Orders.</p> <p>Procurement thresholds are set, usually annually, by central government in accordance with the Public Contracts Regulations 2015. This is monitored by the RFO and any necessary changes made to the above documents.</p> <p>New procurement policy and procedure document to be adopted during 2026-27 – see report to the meeting of 30 March 2026.</p>
					All contracts and tenders marked on value for money=price/weighted score, taking into account all the objectives set out in the Procurement Policy including sustainability and use of local contractors where possible.
					Contracts registered on contracts schedule and delegated to specified officers for regular management and monitoring.
5	Inadequate budget provision	2	1	2	<p>Any unexpected expense to be met from reserves or virement only after Council approval.</p> <p>Adequacy of finances to repay loans reviewed as part of budgetary process.</p>
					Budgets to be thoroughly scrutinised at each meeting of the Council's Committees to ensure that budget risks are identified and addressed. Annual budget set at adequate level to cover the Council's requirements.
	Reviewed by Town Clerk/ Chief Executive:			Date:	
	Approval by PGF Committee, signed by Chair:			Date:	

Corporate Risk Assessment: 4. Grants					Responsible Officer: RFO/Full Council Committee
Ref No.	Hazard				Risk Control Measures
		Like-likelihood	Impact	Rating	
1	Grants applied for by the Council: Grant income incorrect	1	2	2	Town Clerk/ Chief Executive to authorise any grant applications.
					All grant money received and checked against application form and details.
					Any money incorrectly received or not required/ used returned as required by funding body.
					Officers responsible for specific grants to inform RFO of amount and date of payment(s). Payments to be checked regularly by RFO and reconciled with bank statements.
					RFO to inform officer responsible for specific grant application when money is received or if money expected is not received.
					Grant cheques received to be receipted and banked promptly.
					RFO to reconcile receipts of money with bank statements.
2	Grants awarded by the Council: Insufficient budget for grant awards	1	1	1	Budget reviewed annually and agreed as part of the budgetary process.
					Grant applications assessed against Council criteria and award recommended by PGF Committee, and subject to full Council endorsement.
					Grants only awarded where the Council has sufficient budget.
3	Grants awarded by the Council: Insufficient powers to award grants	1	2	2	RFO to establish powers under which specific grants are awarded. Council has the Power of General Competence which is power of first resort and gives the Council wide powers to award grants.
					Council in membership of the Oxfordshire Association of Local Council who can advise as required.
4	Improper use of funds by applicants	2	2	4	Policy for awarding grants to local organisations in place and periodically reviewed.
					Grant application forms completed by all applicants and checked by the officer responsible for grants. Officer to return form or seek further information/ clarification if form is incomplete or ambiguous.
					All applicants and applications researched and evaluated thoroughly.

				<p>All grant awards acknowledged by recipient.</p> <p>Random checks are undertaken following award to ensure grant awarded is spent as stated in the application.</p> <p>Appropriate action taken to recover any money not used as detailed in the grant application.</p> <p>The Council's support must be acknowledged on the recipient's publicity.</p> <p>When a grant award of £500 or over is made there is a condition that a written update is received within 12 months on how the money was spent.</p> <p>All monies received must be spent on the specific purpose applied for in the grant application.</p>
	<i>Reviewed by Town Clerk/ Chief Executive</i>			<i>Date:</i>
	<i>Approval by PGF Committee, signed by Chair:</i>			<i>Date:</i>

Corporate Risk Assessment: 5. Income				Responsible Officer: RFO / Full Council Committee	
Ref No.	Hazard				Risk Control Measures
		Like-lihood	Impact	Rating	
1	Failure to set a precept within sound budgeting arrangements.	1	3	3*	<p>Responsibilities of Town Clerk/ Chief Executive and the RFO, Council, committee, Budget Working Group, all defined.</p> <p>Each Committee requested to consider its financial requirements during the September/ October cycle of meeting followed by full budget report to each Committee from RFO, working with other officers, during the November/December cycle of meetings. The budget report should include revised estimates for the current financial year together with proposed estimates and options for the following financial year.</p> <p>In December there is a Presentation to Council by the RFO detailing the budget position following the meetings from September to December.</p> <p>Precept is set by the full council at the second December meeting or if deemed necessary by the Town Clerk/Chief Executive, at a special meeting in January.</p> <p>All fees and charges made by the Council are reviewed as part of budgetary process.</p> <p>Adequacy of all balances and reserves reviewed regularly and formally reviewed by the Council as part of the budget-setting process and at the financial year end.</p> <p>Effective budget monitoring in place throughout the year.</p> <p>Accrue hall hire and sports pitch income as at 31 March each year.</p>
2	Precept not received	1	2	2	<p>Level of precept to be entered on to appropriate form, signed by the Town Clerk/ Chief Executive and sent within the statutory timescales** to the District Council by the RFO.</p> <p>** under statute the Town Council must submit their precept by 1st March; although the District Council may specify a date by which they "require" the notice the statutory requirements cannot be varied.</p> <p>Dates receipt of precept due logged in Council diary.</p> <p>RFO reconciles bank statements and checks for timely receipt of precept, taking appropriate action if it is not received when expected.</p>
3	Failure to collect income due to the Council.	2	2	4*	<p>Clear delegated responsibility for collection of due income.</p> <p>Defined procedure for payments issued to relevant bodies.</p> <p>Record of all tenancy agreements and leases maintained and monitored regularly.</p> <p>Proper records maintained of income received and banked.</p>

					Income received is made via cash, cheque, bank transfer or card payment following the procedures in place.
					Receipts issued for all income received.
					Direct debit income checked at regular intervals by the RFO.
					Monitoring of trends and actual versus budget undertaken.
					Procedure for collecting outstanding debt followed. To be reviewed during 2026-27.
					Irrecoverable sums to be written off subject to Council approval.
					Use of EPOS system in the Council's bars and café and independent quarterly stocktake.
					Appropriate testing by internal audit.
4	Failure to collect full payment for hire of facilities	2	2	4	Facilities are only released in accordance with the booking conditions in place.
					Receipts issued upon receipt of payment.
					Hiring income reconciled with facility hiring records.
					Appropriate testing by internal audit.

5	Loss of income from facilities through poor asset maintenance	2	2	4	Annual maintenance inspection and maintenance regime in place to ensure maximum availability.	
<i>Reviewed by Town Clerk/ Chief Executive:</i>					<i>Date:</i>	
<i>Approval by PGF Committee, signed by Chair:</i>					<i>Date:</i>	

Corporate Risk Assessment: 6. Insurance					Responsible Officer: RFO / Full Council Committee
Ref No.	Hazard	Like-lihood	Impact	Rating	Risk Control Measures
2	Risk to third party as a consequence of providing a service.	1	3	3	<p>Appropriate insurance cover/policy in force.</p> <p>Proof of third-party public liability insurance always demanded.</p>
3	Invalid insurance policy	1	2	2	<p>Insurance policy and level of cover reviewed on an annual basis.</p> <p>Prompt payment of premiums.</p> <p>Any issues with policy or company reported to Town Clerk/Chief Executive.</p>
4	Requirement to make claim	3	2	6	<p>No liability admitted and incident reported immediately to the Town Clerk/Chief Executive.</p> <p>Accident/Incident Form completed as soon after the event as possible.</p> <p>Contact details of any witnesses taken at the time of the incident.</p> <p>Insurance company contacted to report incident and take instructions on how to proceed.</p>
Reviewed by Town Clerk/Chief Executive:					Date:
Approval by PGF Committee, signed by Chair:					Date:

Corporate Risk Assessment for: 7. Payroll				Responsible Officer: RFO / Full Council Committee	
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Likelihood	Impact	Rating	
1	Loss of payroll data on PC due to system failure	2	2	4	Data backed up following any updates and saved offsite by Council's IT support provider. Hard copy of employee financial records stored securely. Reliable payroll software (SAGE) used. Access by Officers into electronic monthly payroll is password protected and meets Data Protection regulations. Password to be changed periodically.
2	Over or under payment of salary	1	2	2	Timesheets checked by Line Managers before submission to RFO. Payroll checked before payment authorized. Periodic spot checks by internal audit Trust in the honesty and integrity of staff. Under payments paid as soon as possible. All salaries paid directly into staff bank account by electronic transfer.
3	Wrong PAYE and pension contributions	2	2	4	SAGE payroll software kept up Payroll data periodically checked by the internal auditor/RFO. RFO undertakes training as necessary re payroll and pensions and keep up to date on changes through Oxfordshire Association of Local Council and Society of Local Councils. Queries from HMRC and Oxfordshire County Council answered by RFO.
4	Misappropriation or theft	1	3	3	All expenditure cross checked with budget estimates and reconciled with bank statements. Payroll calculated by RFO and authorized by Town Clerk/ Chief Executive.
5	Wrong pay level according to grade of employee	1	2	2	Annual salary and grade for each post in the establishment agreed by Personnel Sub-Committee. Increments agreed by Town Clerk/ Chief Executive.
6	Deductions not paid over to relevant authorities	1	3	3	Tax and National Insurance is paid over to HMRC by Direct Debit each month. RFO monitors General Account to ensure sufficient funds to meet the DD. Other pay overs made by RFO each month or as necessary.
Reviewed by Town Clerk/ Chief Executive:				Date:	

Approval by PGF Committee, signed by Chair:

Date:

Corporate Risk Assessment: 8. Internal Audit					Responsible Officer: RFO / Full Council Committee
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Like-lihood	Impact	Rating	
1	Scope of Internal Audit does not include all relevant risks.	1	3	3	The terms of reference for the Internal Audit are agreed by the PGF Committee.
					The scope of the audit plan is agreed by PGF to ensure it supports the Council's Annual Governance Statement by RFO/Council.
					The scope of audit work takes into account risk management processes and wider internal controls.
					Terms of reference define audit responsibilities in relation to fraud.
2	The Internal Auditor is not sufficiently independent, unbiased and objective.	1	2	2	The Internal Auditor has direct access to those charged with governance i.e. Members.
					Reports are made in own name to management.
					Auditor does not have any other role within the Council.
					The Internal Auditor is not involved with the preparation of management accounts.
3	The Internal Auditor is unable to carry out the work ethically, with integrity and objectivity.	1	2	2	Internal Audit reports are considered by the PGF Committee to ensure competency of the Internal Auditor meets the Council's requirements.
					References are obtained when appointing the Internal Auditor.
4	Relationships impact on an effective audit process.	1	2	2	The Town Clerk/Chief Executive and the RFO are consulted on the internal audit plan and on the scope of each audit.
					Responsibilities for officers and internal audit are defined in relation to internal control, risk management, fraud and corruption matters.
					The Internal Auditor does not influence the direction or extent of the review.
					The responsibilities of Council Members are understood; training of Members is carried out as necessary.
5	Inadequate or a lack of audit planning and reporting.	1	2	2*	The Internal Auditor is instructed to undertake a full internal audit currently with four visits per year and to submit recommendations for improvement.
					The annual audit plan properly takes account of all the risks facing the Council and is approved by the Council.
					Internal audit is reported in accordance with the plan.
					Internal auditor is appointed on an annual basis and procurement of the service

Corporate Risk Assessment: 9. Strategic Risk Register					Responsible Officer: RFO/Full Council Committee
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Likelihood	Impact	Rating	
1	Disaster impacting on Town	1	2	2	<p>District & County Council and other Authorities lead on local/national disasters.</p> <p>Basic Emergency Response Plan to be: In the event of a local or national emergency being declared, the following applies to all Members and Officers of Witney Town Council:</p> <p>(a) Make yourself available to help if you can;</p> <p>(b) Use your own common sense to determine appropriate action within your personal limits;</p> <p>(c) Listen for any communications;</p> <p>(d) Accept instructions from Category 1 responders i.e. Emergency Services, NHS Bodies and the District / County Council.</p> <p>Town Council to take part in exercises run by Category 1 responders as appropriate.</p> <p>Town Council to take part in “learning reviews” after any disaster.</p>
2	Terrorism Incident	1	2	2	<p>Terrorism insurance in place.</p> <p>Advice received from H&S Consultants.</p> <p>Call 999.</p> <p>Follow Government defined Run / Hide / Tell process.</p>
3	Town Hall unserviceable (e.g. fire/flood)	1	3	3	<p>Business Continuity Strategy & Action Plan to be reviewed to reflect changes in accommodation - but in summary:</p> <ul style="list-style-type: none"> - There are no life-critical services provided. - Emergency management team called together to agree priorities. - Short term measured recovery in the alternative location such as the Corn Exchange. - Medium / Long term plan to return to Town Hall.

					Insurance in place to meet costs.
4	Sudden loss of staff	2	3	6*	<p>Many tasks are already shared.</p> <p>Many tasks are already covered on normal absence (holiday / sickness.)</p> <p>Most core and critical processes are documented. Further action to consolidate in to manuals.</p> <p>Seek support from other Town Councils/District Council.</p> <p>Temporary staffing or use of agency staff as short-term solution.</p> <p>Recruitment is the only long term solution.</p>
5	Sudden loss of Councillors	2	3	6	<p>Chair, Town Clerk, Deputy Town Clerk and Democratic Services Officer ensures meetings are quorate.</p> <p>Standing Orders apply: if not quorate, no business may be transacted.</p> <p>Council by-election/Co-option process would commence.</p> <p>District Council informed if Council unable to transact business until by-election held.</p>
6	Loss of IT facilities	2	2	4	<p>Business Continuity Strategy & Action Plan.</p> <p>Full offsite backup service provided by existing IT supplier.</p> <p>Major improvements during 2025-26 included installation of SOGEA broadband for enhanced speed and performance. Moved to cloud-based server to ensure improved back-up and continuity.</p> <p>Periodic testing of recovery of specific systems.</p> <p>Occasional power outages / internet access failures / PC failures already occur and are successfully managed operationally.</p>
7	Significant change in funding; sudden large expenditure required; excessive under-budgeting established	2	2	4*	<p>Council has established adequate reserves – equivalent to three months net revenue expenditure, plus specific earmarked reserves.</p> <p>Insurance in place to cover major risks.</p> <p>Use of other funding sources including loan from Public Works Loan Board for large projects yielding a benefit over a number of years so that the burden of funding does not fall entirely on current council tax payers but is shared more fairly with future tax payers.</p> <p>Five year medium-term financial strategy – review for September 2026 meeting, especially important as changes likely due to current international situation.</p> <p>Experience in place to manage any public messages required.</p>

8	Fraud, Misconduct, Gross underperformance	1	3	3	Financial Risk Assessments in place.
					Procedures in place to prevent / detect including payment authorisation and internal audit.
					Risk also managed through management vigilance, informal monitoring and spot checks.
					Full appraisal system in place to ensure continuous development and improvement including support for professional qualifications and training.
					Insurance in place to cover any resulting financial losses.
					Never previously required in these circumstances but there is experience in place to manage any public messages required.
9	Media misreporting	3	2	6*	Press Releases / News Items issued where relevant.
					Follow social media and Media Relations Policy.
					Councillors / Clerk available to accurately brief journalists.
10	Malicious misrepresentation	3	2	6*	Council believes that everyone has the right to free speech provided that this is exercised within the law.
					Policy of not responding to general "chit chat" except in exceptional cases has been proven to minimise impact of misinformation and also is best use of limited staffing resource.
11	Council action having unintended negative impact on other parties	1	3	3	Transparent procedures and processes in place to minimise likelihood in day to day service operations.
					Effective project management / action planning / risk management procedures in place for all defined projects, functions, events and services.
					Councillors available and prepared to discuss any impacts at any time.
					Insurance in place to cover any resulting financial losses including public liability and libel/slander.
					Expert / professional input sought where appropriate.
12	Out-of-the-ordinary tasks having unexpected consequences	2	2	4	All routine services are covered by detailed procedures / processes, with high-risk areas having their own specific risk management plans.
					"One off" activities have their own risk management plans and discussions with the Safety Advisory Group where appropriate.
					Expert / professional input sought where appropriate.
					Post event reviews take place.
13	Contractors not	1	3	3	All tasks are controlled by defined contracts / purchase order or service level agreements.

	suppling agreed services				<p>All contracts / agreements are monitored as required by the relevant officers and relevant corrective actions taken.</p> <p>Full procurement procedures (including credit checks) defined and followed.</p> <p>Preferred and proven contractors used where possible.</p> <p>Alternative suppliers continually considered.</p>
14	Confidential data being disclosed	1	3	3	<p>Security measures in place and used – e.g. safes, shredding/confidential waste disposal contract, firewall etc.</p> <p>Respect for confidentiality of data embedded in culture of the council.</p> <p>Staff and Member training has taken place and embedded in Council admin.</p> <p>Data Protection procedures and data held are fully reviewed as part of 2018 GDPR (UK GDPR). An officer is responsible for this and related matters.</p> <p>Consideration applied as part of all new services / activities</p>
				Reviewed by Town Clerk/ Chief Executive:	Date:
				Approval by PGF Committee, signed by Chair:	Date: