

	Employee Rights of Employment	Medium	Following a recommendation from the Internal Auditor reported to Councillors at the August 2020 Zoom meeting regarding the legal responsibility of the Council to the employees it was Resolved that the Council must maintain a personnel Committee with appropriate councillors as the dissolution of the Personnel Committee had broken staff contracts and employment rights. An effective personnel committee with appropriate membership is now in place and there is continued working by those members to regain the trust of employees and to ensure that contracts of employments are honoured. This includes a review of schedule of meetings to ensure this is achievable within the contracted hours of staff employed. Workload is reviewed to aim to work towards staff to be able to take their holiday entitlement which has not been achievable previously.
DOG FOULING PLAY AREA	Unpleasant and risk to health in public and recreational areas	Medium	Dog Exclusion on Rype play area Fencing now installed around under 5s play area.
MONEY & FINANCIAL PROCEDURES	Risk of loss of cash Loss of cheques (including theft)	Low	Allotment payments kept in locked drawer – banked promptly.
	Loss of funds	Low	All funds held in regular bank accounts. Two elected councillors sign cheques for payment against invoices Proper accounting practices and controls – Financial Regulations adopted. Annual internal audit by independent auditor Annual external audit. Council working towards online banking and a protocol for approval of online payments to be introduced.
	Fraud or dishonesty of employees or members	Low	Fidelity Insurance cover Councillors review and approve payments.
KEYS	Risk of keys being taken or lost or unauthorised access	Low	Keys kept in locked key safe. Key to key cupboard limited to Town Clerk and Assistant Town Clerk only. Keys taken

LAPTOPS	Risk of loss of laptop and data Most risk to Finance laptop which has HMRC RTI information – this is the only laptop with this data and risk to non-payment of salaries if lost or damaged	High	out of the building to be signed for. Finance laptop to be kept in locked drawer when not in use. No eating or drinking at desks. Laptops for home working to be kept out of sight of windows and unlocked doors.
NOTICE BOARDS	Damage by vandalism	Medium	Insured but excess level may determine claim
BENCHES/ SEATS	Risk of damage by vandalism	Medium	Insurance cover. To be regularly checked by handyperson Renovation by Handyperson if required Replacement when necessary
VILLAGE SIGNS	Risk of damage by accident or vandalism	Medium	Periodic check by handyperson Cleaning and Maintenance to be carried out by handyman Professional refurbishment as required
STAIR LIFT AT GUILD HALL	Breakdown in use Failure due to power cut	Low Low	Annual service agreement in place Signage to inform users New stairlift with battery back-up installed
DEFIBRILATORS 1 X TOWN 1 X COAST 1 x BANKS	Failure to work Vandalism	Low Medium	Regular inspection by appointed contractor Replacement parts and service after use Inspections and servicing by appointed contractor (Hopkins) Ambulance Service made aware of any interruption to availability
CONTRACTORS	Injury to self Injury to another person Damage to property	Low Low Low	Contractors own insurance cover. Contractors own insurance cover. Contractors own insurance cover
COUNCILLORS	Injury to self whilst on council business Legal liability for negligent act or accidental error or omission	Low Low	Council Personal Accident Insurance Council insurance cover No councillor shall issue orders, instructions or directions in accordance with NALC Model Standing Orders. remind

	Acting without authorisation	Low	Councillors issued with guidance to their limitations. Disclaimers on footer of emails.
	Risk of data loss/ breach by Councillors	Medium	Councillors to ensure that they do not share email addresses and/or passwords with others. Councillors have been issued with Lydd Town Council I Pads and email addresses. I Pads remain the property of the Town Council and may be remotely wiped if necessary. Councillors to dispose of paper records in accordance with the Council's policy. Under the Code of Conduct Councillors must not disclose confidential information. All breaches to be reported to the Town Clerk immediately who will then inform our Data Protection Officer and the ICO
	Risk of data loss/breach by staff	Low	All staff reminded of being alert to suspect emails. Any emails, email addresses or attachments which look suspicious are not opened and are referred to IT provider. No information to be transferred to a memory stick. HMRC RTI information backed up to the server. Professional anti-virus installed on all desktop computers and laptops. Data handled in accordance with GDPR
DEEDS/ MINUTE BOOKS / INFORMATION	Loss by theft Loss or damage by fire or flood	Low Low	Kept in locked fire proof safe Building has smoke alarms.
COMPUTER ASSOCIATED EQUIPMENT	AND Risk of theft Risk of access / sabotage to information by unauthorised person Risk of data loss	Low Medium Low	Building locked and alarmed when empty. Insurance cover. Building locked when empty. Password required for access to computer data. Anti-virus software in place. However, Cyber-attacks are becoming more frequent across all users. Staff advised not to open suspicious emails or click on links they are unsure of. I Cloud storage back up via Infini. Computer backup goes to a Cloud backup server (Backup

			Exec) over a 256Bit encrypted VPN tunnel and is stored on this server, the Data is encrypted at point of backup via Blowfish Encryption so at no point apart from backup or restore is the data unencrypted, it is replicated on a second server in the cloud to ensure Redundancy the second server receiving the data already encrypted. Only the Company Director of our IT provider and his Solicitor (Frederic Hall) have access to this. They hold the Infini Ltd Disaster recovery plan and Encrypted Sensitive Data.
GENERAL PROTECTION LEGISLATION AND INFORMATION MANAGEMENT AND STORAGE	DATA	<p>Risk of access / sabotage to information by unauthorised person</p> <p>Risk of data loss</p> <p>Risk of fines</p>	<p>Low</p> <p>Medium</p> <p>The Council has appointed a Data Protection Officer, Satswana who has the expertise and insurance to deal with GDPR matters and FOI on behalf of the Council.</p> <p>The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.</p> <p>The Council shall have a written policy in place for responding to and managing a personal data breach.</p> <p>The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.</p> <p>The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.</p> <p>The Council shall maintain a written record of its processing activities</p> <p>The Council shall have in place technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.</p> <p>The Council shall have in place policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The</p>

		<p>Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).</p> <p>The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.</p> <p>Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.</p> <p>Paper records/files shall be kept in locked storage area and all confidential paper records/files kept behind two locked doors.</p> <p>Keypad locks will be installed on office doors to prevent access where a data breach may occur.</p> <p>Councillors and visitors not to have access to staff only areas.</p>
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