

RISK ASSESSMENTS FOR EAST HADDON PARISH COUNCIL

Hazard	People at Risk and how	Control measures		Action required	Action		Done
		Current	required		Who	When by	
Financial Risk: • Theft/damage	Monetary- clerk	<p>Model Fin. Regs (NCALC)</p> <p>Internal control measures including review of income /payments at meeting</p> <p>Copies of bank statements sent with bank reconciliation to 6 councillors prior to each meeting.</p> <p>Accounts available for public inspection.</p> <p>Council appoint an internal auditor to carry out an inspection each year. Results reported and acted on by council.</p> <p>Budget set prior to setting of precept and reviewed periodically during year.</p> <p>Fidelity guarantee</p>	<p>Ensure review for any changes as and when NCALC release new version</p>	<p>Council to review and update policies as required .</p> <p>Council to consider Control measures</p> <p>NCALC have assigned Internal auditor</p> <p>Budget discussed by councillors and decision made on precept set</p>	<p>Clerk to ensure on agenda</p> <p>Councillors</p> <p>Council approved /clerk arranged</p> <p>Council</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Annually</p> <p>Annually</p>	

	Assets- Mainly not high risk of theft due to nature of assets.	Automatic defibrillator fitted March 2017. Included in list of assets 2 speed indicator signs purchased. Insurance notified & added War Memorial has been restored				Review annually	November 2019
• Adequate reserves	Insufficient funds for commitments	Reserves policy to keep at least half precept				Annually when setting precept	
• Insurance	Reviewed and checked against other companies for price at end of term.					Review Insurance proposal and quotations at end of term	May 2018

Business continuity	<ul style="list-style-type: none"> • Not quorate • Bank mandate not up to date • Clerk leaves 	<p>Meeting not quorate and therefore business cannot take place at a meeting.</p> <p>If not up to date could mean banking cannot take place</p> <p>Business continuity</p>	<p>Quorum is 3. Councillors send apologies in advance.</p> <p>Reviewed . Any change requires council approval and all signatories to fill in application</p> <p>6 months notice required in contract of employment</p>	<p>Meeting would be re-scheduled if necessary</p> <p>Any future changes including resignations of any signatories to be actioned</p>			<p>Checked & confirmed up to date Updated May 2021</p> <p>Contract of employment changes if needed would be discussed at clerks appraisal completed annually by</p>

• Clerk sick	Business continuity	Contact Danny Moody NCALC and request help to find temporary cover					two councillors
Legal • Breaking law- doing something parish council not empowered to do	Council could be sued	Any new actions are checked against NCALC 'What councils can do' list	The council has NCALC membership – regular updates from Danny Moody received. Training courses attended as considered appropriate. Clerk attends SLCC training sessions meetings				In light of changes to LG which will be taking place after the LG re-org clrs will adopt watching brief and ensure keep up to date with changes and look for training opportunities as the need arise.

<ul style="list-style-type: none"> General Data Protection Regulation (GDPR) statute due began May 2018 		<p>Legislative requirement</p>	<p>Continuing audit of data held. Checking ICO site.</p>	<p>Ensure updated as needed</p>		<p>Ongoing</p>	
<p>Parish councillors</p> <p>Out of date policies</p>		<p>Model Code of Conduct</p> <p>Review council policies annually</p>	<p>Documents held reviewed and archiving shredding as appropriate in line with destruction policy</p>	<p>Ensure updated as needed</p>	<p>Ensure updated as needed</p>	<p>WNC Model followed.</p>	<p>Annually review and amend as appropriate</p>
<p>Parish area /property</p>	<p>Assets could be in poor state of repair could lead to injury</p>	<p>Councillors have responsibility areas around village to check if any issues parish council responsibility or need to notify other agency DDC, AWA, NCC etc</p>					

		<p>Defibrillator to be checked bi monthly</p> <p>All assets are inspected at least annually.</p> <p>PC provides funding for insurance for both playing field & village hall</p>						Donations to these orgs. Next payable June 2020