

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: <ul style="list-style-type: none"> Theft/damage 	Monetary- clerk	Model Fin. Regs (NCALC)	Ensure review for any changes as and when NCALC release new version	Council to review and update policies as required .	Clerk to ensure on agenda		Ongoing
		Internal control measures including review of income /payments at meeting					Ongoing
		Copies of bank statements sent with bank reconciliation to 6 councillors prior to each meeting. Accounts available for public inspection. Council appoint an internal auditor to carry out an inspection each year. Results reported and acted on by council.		Council to consider Control measures	Councillors		
		Budget set prior to setting of precept and reviewed periodically during year.		NCALC have assigned Internal auditor	Council approved /clerk arranged	Annually	Annually
		Fidelity guarantee		Budget discussed by councillors and decision made on precept set	Council	Annually/ when insurance renewed	Annually

	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 May 2018
• 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	

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

<ul style="list-style-type: none"> Clerk sick 	Business continuity	Contact Danny Moody NCALC and request help to find temporary cover					two councillors
<p>Legal</p> <ul style="list-style-type: none"> 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 cllrs 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"> Sued – employment tribunal 	Council could be at risk to be sued	NCALC Model contract of employment in place for clerk	Ensure updated as and when appropriate	Continue checking sources listed for impact	Clerk & councillors		

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

May 2022

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