

Hawkey Parish Council

Consideration of principle risks facing Hawkey Parish Council

2023-24

<u>AIM</u>	<u>RISK</u>	<u>STEPS TO MINIMISE RISK</u>	<u>RESPONSIBILITY</u>
Business continuity	Incapacity of Clerk	Staffing Committee to appoint temporary clerk if this is deemed necessary	C Butcher, D Caukill, L Buckle
	Resignation of Clerk	☒ Purchase of dedicated laptop for all PC business ☒	Interim assistance available if required through membership of HALC
	Loss of electronic data	Regular backing up of data to external device	Clerk
Data Protection	Breach of GDPR	Implemented data protection policies and privacy policies	C Butcher (Data Protection Officer) D Caukill (Chair) Clerk
Compliance with law, financial regulations & standing orders	Lack of procedural knowledge	Encourage attendance on training courses	All Councillors and Clerk
	Lack of proper financial control	Adherence to internal controls set in place	All Councillors and Clerk
		Internal Audit processes	Clerk/Internal Auditor
Communication with wider community	Poor awareness of needs of parishioners	Publication of Parish Council material on noticeboards and website	Clerk
		Distribution of important material via the HPC Email List	Chair/Clerk
		Encourage public attendance at meetings	All Councillors & Clerk
Damage to Council Assets	Inadequate insurance cover	Ensure insurance cover is sufficient and up to date	Clerk
Dishonesty of Clerk	Financial loss	See above, ensure sufficiency of fidelity guarantee	Clerk and Chair
		Regular independent checking of financial records	Chair and review committee Internal auditor