

ASHWELL PARISH COUNCIL

Headline Risk Assessment Policy

Review: Minimum of annual or as necessary.

Responsibility: Full Council (as part of annual internal audit proposal/approval).

Headings	Identified areas/documents	Check/action
1. Financial	<ul style="list-style-type: none">Financial Regulations (in line with HAPTC/SLCC/NALC models/guidance)Internal Audit Review of Effectiveness	Y
2. Physical	<ul style="list-style-type: none">Premises and equipment. Locations/sites have individual Management and Risk Assessment Policies and Risk Assessments linked to these.Insurance cover (schedule includes public and employee/councillor and volunteer liability insurance)	Y
3. Organisation	<ul style="list-style-type: none">Standing Orders (in line with HAPTC/SLCC/NALC models/guidance)	Y
	<ul style="list-style-type: none">Code of Conduct/register of interests (in line with HAPTC/SLCC/NALC models/guidance and NHDC as responsible authority)	Y
	<ul style="list-style-type: none">Freedom of Information (policy and required actions in place)	Y
	<ul style="list-style-type: none">GDPR (policy and required actions in place)	Y
	<ul style="list-style-type: none">Complaints procedure (policy in place)	Y
	<ul style="list-style-type: none">Litigation (insurance cover)	Y
	<ul style="list-style-type: none">Employer responsibilities. Staff contracts and appropriate risk assessments in line with HAPTC/SLCC/NALC models/guidance.	Y
	<ul style="list-style-type: none">Bye-laws*	Y
	<ul style="list-style-type: none">PR and reputation. Meetings in public and agendas and minutes published, website (includes options for sign-up and regular updates), monthly items in Village News and on noticeboards, Yearbook published in March and delivered free to all households and businesses.	Y

* see Minutes Finance Committee 7th February 2011, 22.1.

Date of review: June Council 2023

Date of next review: June Council 2024