

## **Risk Assessment and Internal Control Procedures.**

### **SUBJECT Standing Orders**

**RISK/S IDENTIFIED** Non-compliance with the Standing Orders, ineffective running of the Council work, with numerous implications.

**MANAGEMENT/CONTROL** The Clerk and Council follow the model Standing Orders as set out by NCALC which have been revised accordingly and adopted by the Parish Council.

**ACTION** Reviewed annually by the Clerk and Council, and adopted at the May Annual Parish Council Meeting.

### **SUBJECT Data Protection**

**RISK/S IDENTIFIED** Non-compliance with Data Protection Legislation, resulting in moral and legal implications.

**MANAGEMENT/CONTROL** HHPC Parish Council is registered with ICO the UK Data Protection Agency and governed by their rules.

**ACTION** Reviewed annually, therefore current procedure is adequate

### **SUBJECT Freedom of Information Act**

**RISK/S IDENTIFIED** Non-compliance with the Model Publication Scheme, depriving people of their rights, with numerous implications.

**MANAGEMENT/CONTROL** All Information and documentation is made available on the Parish Council website, in order to comply with the Model Publication Scheme. Information is also publicised on the parish notice boards, with all FOI's dealt with in accordance with the Model Publication Scheme.

**ACTION** Reviewed annually, therefore current procedure is adequate

### **SUBJECT The Public Sector Bodies (Website & Mobile Applications No. 2) Accessibility Regulations 2018**

**RISK/S IDENTIFIED** Non-compliance with the Model Publication Scheme, denying access to information of the web site content, to users with and without disabilities.

**MANAGEMENT/** Achieved by following Website Content Accessibility Guidelines – WCAG 2.1 as created by the W3C.

**ACTION** Re-act to any problems brought to our attention and review annually.

**A new website has recently been developed to ensure all aspects of Accessibility Guidelines and WCAG 2.1 requirement are maintained.**

**Reviewed and approved at the Parish Council meeting 30<sup>th</sup> March 2023.**