

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 29th May 2025